



## **Horizons of New Mexico**

### **POLICIES OF THE HORIZONS STATE USE ADVISORY BOARD**

The **Horizons State Use Advisory Board** has been established by Horizons of New Mexico acting as the central nonprofit agency (Horizons) in cooperation with the New Mexico State Purchasing Council From Persons With Disabilities (Council) to promote the purposes of the State Use Act, Section 13-1C-1, NMSA 1978 (the Act).

**Purposes:** The purposes of the Horizons State Use Advisory Board shall be to:

- Promote the legislative objectives of the State Use Act by expanding the employment opportunities for persons with disabilities, protect the Act and expand its scope
- Expand the participation of state and local government agencies in the State Use Program by advocating the opportunities and benefits for employing persons with disabilities through government contracts with State Use providers
- Advance the role and mission of the State Use Program by undertaking initiatives delegated to the Advisory Board
- Serve as a beneficial connection for Horizons to members, persons, groups and organizations that are the local stakeholders in the State Use Program
- Engage state and local government procurement officials in initiating or expanding their contracting with State Use Program members
- Advise Horizons on issues pertinent to State Use and recommend changes to the State Use Program administrative rules, policies, accountability, transparency, and best practices relative to program operations
- Support programs and activities that Horizons deems beneficial to the State Use Program

**Board Composition:** The Advisory Board (Board) shall consist of no less than four (4) members and no more than seven (7) members, who shall be selected by Horizons, and may consist of representatives from (1) CRP providers (community rehabilitation programs or qualified individuals who have been approved to offer services under the Act and to contract through the central nonprofit agency), (2) state agency or local public body officials involved in procurement or employment activities, (3) former Council

members, (4) business persons and professionals experienced in government procurement and contracting, and (5) community leaders, stakeholders, and other interested parties involved in promoting employment opportunities for persons with disabilities.

Each Advisory Board Member shall serve for a term of two years, with staggered one and two-year terms initially assigned to the Board members, with each member's term to expire at the end of two years from appointment or other established date. A member is eligible for an appointment to additional terms. A member may be removed from the board by Horizons due to unexcused absence from more than one-half of the board's meetings in any 12-month period; or ineligibility as a CRP or member representative, state agency or local public body official, or other designated status; or due to a conflict or interest, activity or conduct not in the best interests of the State Use Program.

The Board shall be lead by a chair designated by Horizons, and the Board may designate a vice chair to serve in the absence of the chair.

**Meetings:** Advisory Board shall meet no less than four (4) times in a calendar year in locations established by the Board and Horizons, which shall designate a meeting venue, provide administrative support to the Board, and payment of miscellaneous expenses related to Board meetings and activities. Board members shall serve without compensation but may be reimbursed for travel expenses.

The Board may select a secretary to record and distribute minutes. The board may establish meeting quorum requirements based on the number of Board members then serving. Representation by proxy or by a designee at a Board meeting shall not be permitted. Board members shall observe conflict of interest guidelines established for state officials or appointees, shall disclose to the Board and Horizons any conflict of interest regarding a particular issue or matter, and record such disclosure in the Board's minutes. Board members shall conduct themselves in all matters relating to their service in a manner that advances the best interests of the State Use program.

**General Policies:** The Board exists in an advisory role only and has no authority to act in any legal or official capacity with respect to the State Use Program, the Council or Horizons. Neither the Board nor any member shall represent him/herself as an official representative or spokesperson for Horizons, the Council or the state without express permission to do so. These policies may be amended or the Board may be abolished by Horizons, at its discretion, at any time.