

**STATE OF NEW MEXICO
MUNICIPALITY OF PORTALES**

**CITY COUNCIL
FY 2014-2015
RESOLUTION #14-15-01
NOTICE OF PUBLIC MEETINGS**

WHEREAS, New Mexico Statutes require that municipalities adopt, on at least an annual basis, policies relating to public meetings; and

WHEREAS, the intention of this resolution is to establish reasonable notice of all public meetings of the City Council of the City of Portales, New Mexico, as required by Section 10-15-1 through 10-15-4 NMSA 1978, as amended; and

WHEREAS, the City Council of the City of Portales, New Mexico, which is the governing body, has determined that notice as prescribed in this resolution shall constitute reasonable notice when applied to public meetings.

I. DEFINITIONS

REGULARLY SCHEDULED MEETING means a meeting scheduled in accordance with Section II of this resolution at which regular business of the City Council is conducted.

SPECIAL MEETING is any meeting of a public body other than a regularly scheduled meeting or an emergency meeting.

EMERGENCY MEETING means any meeting called for the purpose of dealing with an emergency.

EMERGENCY means any situation involving, or potentially involving, injury to persons or injury and/or damages to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damages or immediate financial loss.

CONTINUED OR RECONVENED MEETING means a meeting that is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. Only matters on the agenda of the previous meeting, at which the announcement of the continuance is made, may be acted on at a continued or reconvened meeting.

OTHER BUSINESS shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

II. REGULARLY SCHEDULED MEETING

All regularly scheduled meetings other than special meetings of the City Council of the City of Portales shall be preceded by public notice as follows:

1) The City Council shall give written notice annually in July to the Portales City Clerk showing the date, time and place of each regularly scheduled meeting of such public body. The Portales City Clerk shall provide said schedule to any person upon request, post said schedule for public viewing in the Portales City Hall, and shall cause said schedule to be published for one (1) calendar week in a newspaper of general circulation within the City of Portales, State of New Mexico.

2) The City Clerk shall, at least seventy-two (72) hours prior to a regularly scheduled meeting, display and provide public notice of said meeting. Said meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such agenda. Except in case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting. Except for emergency matters, a public body shall take action only on items appearing on the agenda. For purposes of this subsection, "emergency" refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body.

III. SPECIAL MEETINGS

Special meetings of the City Council shall not be held without public notice being given at least twenty-four (24) hours prior to said meetings. Such public notice of date, time, and place shall be given in writing, in person, or by telephonic means to the City Clerk. The City Clerk shall provide written notice of the date, time, place and proposed agenda of a special meeting to each person, newspaper, radio, and television station that has filed a written request for notice of meetings of the respective public body with the City Clerk.

In addition, the City Clerk shall, at least twenty-four (24) hours prior to such special meeting, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting. Only matters appearing on the posted agenda shall be considered at said special meeting. Such public notice shall be posted in prominent public view at the Portales City Hall. The twenty-four (24) hours prior public posting shall exclude Saturdays, Sundays and holidays legally declared by the State of New Mexico.

IV. EMERGENCY MEETINGS

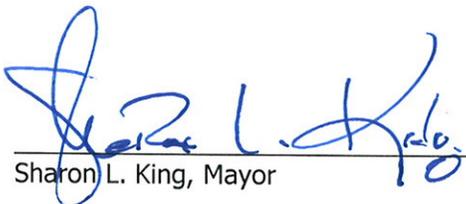
In the event of an emergency, an emergency meeting of the City Council may be held without the public notice heretofore required. Should an emergency meeting of the City Council be necessary, the City Clerk shall give as much advance public notice as is reasonable and possible under the existing circumstances. Notice may be in person, by telephone, or electronic means, and shall be given to broadcast stations licensed by the Federal Communications Commission, and newspaper of general circulation which have, in writing, requested such notice.

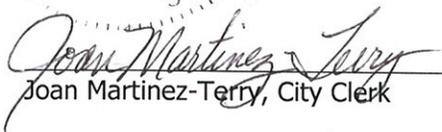
V. CONTINUED OR RECONVENED MEETING

In the event any meeting is to be continued or reconvened, public notice of such action, including date, time, and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is convened or which is announced in an open meeting to be included in the continued or reconvened meeting(s) may be discussed at the continued or reconvened meeting(s).

RESOLVED: In Session this 1st day of July 2014.




Sharon L. King, Mayor


Joan Martinez-Terry, City Clerk

**NOTICE OF SCHEDULE OF REGULAR SESSIONS
PORTALES CITY COUNCIL
FOR FISCAL YEAR 2014-2015
1ST & 3RD TUESDAYS
"6:30 P.M.**

THE CITY COUNCIL OF THE CITY OF PORTALES has adopted Resolution #14-15-01 as its annual policy concerning public meetings. The following is the schedule of City Council Regular Meetings to be held on the **first and third Tuesday of each month at 6:30 p.m.** in the Portales Memorial Building (unless otherwise advertised). Special meetings or emergency meetings shall be advertised separately according to the notice of public meetings resolution.

MEETING DATES

JULY 1, 2014 (1st meeting held at 7 p.m.) & JULY 15, 2014

AUGUST 5, 2014 & AUGUST 19, 2014

SEPTEMBER 2, 2014 & SEPTEMBER 16, 2014

OCTOBER 7, 2014 & OCTOBER 21, 2014

NOVEMBER 4, 2014 & NOVEMBER 18, 2014

DECEMBER 2, 2014 & DECEMBER 16, 2014

JANUARY 6, 2015 & JANUARY 20, 2015

FEBRUARY 3, 2015 & FEBRUARY 17, 2015

MARCH 3, 2015 & MARCH 17, 2015

APRIL 7, 2015 & APRIL 21, 2015

MAY 5, 2015 & MAY 19, 2015

JUNE 2, 2015 & JUNE 16, 2015

JULY 7, 2015 & JULY 21, 2015

For information regarding this schedule or an agenda item, call City Hall, 356-6662 (extension 1012). City Council meetings are open to the general public. A copy of this notice will remain posted on the bulletin board in the front lobby of the City Hall, 100 W. 1st Street, Portales, NM and in the lobby of the Memorial Building, 200 E. 7th Street, Portales, NM until a new resolution and schedule are adopted.

Dated: 07/01/14

Signed: SS// Joan Martinez-Terry, City Clerk

Published: July 8th through July 15th, 2014

Posted: July 2, 2014