

**STATE OF NEW MEXICO  
MUNICIPALITY OF PORTALES**

**CITY COUNCIL  
FY 2015-2016  
RESOLUTION #15-16-01  
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 Portales City Council is conducted.

*SPECIAL MEETING* is any meeting of the Portales City Council other than a regularly scheduled meeting or an emergency meeting.

*EMERGENCY MEETING* means any Portales City Council 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 of the Portales City Council that is assembled for the purpose of finishing business appearing on an agenda of a previous Portales City Council meeting. Only those matters listed on the agenda of the previous meeting, at which the announcement of the continuance was made, may be acted on at a continued or reconvened Portales City Council 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. OPEN MEETINGS**

Any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the Portales City Council is in attendance, as well as any and all closed meetings, shall only be held after reasonable notice, as set forth in this Resolution, is given to the public.

### **III. REGULARLY SCHEDULED MEETING**

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

The Portales City Council shall give written notice in July of each year to the Portales City Clerk showing the date, time and place of each of its regularly scheduled meetings. 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.

Regular meetings of the Portales City Council shall not be held without public notice being given at least seventy-two (72) hours prior to said meetings. The City Clerk shall, at least seventy-two (72) hours prior to said meeting provide written notice of the date, time, place and proposed agenda of a regular meeting containing a list of specific items of business to be discussed or transacted at the 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 and shall, at least seventy-two (72) hours prior to such regular 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 regular meeting. Such public notice shall be posted in prominent public view at the Portales City Hall. The seventy-two (72) hours prior public posting shall exclude Saturdays, Sundays and holidays legally declared by the State of New Mexico. At said meetings, the Portales City Council shall take action only on items appearing on the agenda.

### **IV. SPECIAL MEETINGS**

Special meetings of the Portales City Council shall not be held without public notice being given at least twenty-four (24) hours prior to said meetings. The City Clerk shall, at least twenty-four (24) hours prior to said meeting, provide written notice of the date, time, place and proposed agenda containing a list of specific items of business to be discussed or transacted at the meeting 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 and, 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. At said meetings, the Portales City Council shall take action only on items appearing on the agenda.

### **V. EMERGENCY MEETINGS**

In the event of an emergency, an emergency meeting of the Portales 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.

### **VI. CONTINUED OR RECONVENED MEETING**

In the event any Portales City Council 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 those matters appearing on the agenda of the meeting which is convened may be discussed at the continued or reconvened meeting(s). Should a continued or reconvened meeting of the Portales City Council be necessary, immediately following the recessed meeting, the City Clerk shall post notice of the date, time and place for the reconvened meeting on or near the door of the place where the original Portales City Council Meeting was held and, in at least one other location in the Portales City Hall to provide public notice of the continuation of the

meeting. The City Clerk shall also give as much advance public notice as is reasonable and possible under the existing circumstances, of the time and date of said continued or reconvened meeting. Notice may be in person, by telephone, or electronic means.

**VII. MEETING CANCELLATIONS**

In the event that a public meeting of the Portales City Council is cancelled, reasonable accommodations shall be made by the City Clerk to give notice to the public of the same. The amount of notice shall be given by the City Clerk in the manner described for notice of regular and/or emergency meetings of the Portales City Council. In the event that there is insufficient time to give at least twenty-four (24) hour notice of the cancellation, the City Clerk shall cause a Notice of Cancellation to be placed on or near the door of the place where the scheduled meeting was to be held.

**RESOLVED:** In Session this 7th day of July 2015.

ATTEST:



Michael G. Miller, Mayor Pro-Tem



Joan Martinez-Terry, City Clerk



**NOTICE OF SCHEDULE OF REGULAR SESSIONS  
CITY OF PORTALES  
CITY COUNCIL  
FOR FISCAL YEAR 2015-2016**

THE CITY COUNCIL OF THE CITY OF PORTALES has adopted Resolution #15-16-01 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 Council Chambers at 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 7, 2015 & JULY 21, 2015

AUGUST 4, 2015 & AUGUST 18, 2015

SEPTEMBER 1, 2015 & SEPTEMBER 15, 2015

OCTOBER 6, 2015 & OCTOBER 20, 2015

NOVEMBER 3, 2015 & NOVEMBER 17, 2015

DECEMBER 1, 2015 & DECEMBER 15, 2015

JANUARY 5, 2016 & JANUARY 19, 2016

FEBRUARY 2, 2016 & FEBRUARY 16, 2016

MARCH 1, 2016 & MARCH 15, 2016

APRIL 5, 2016 & APRIL 19, 2016

MAY 3, 2016 & MAY 17, 2016

JUNE 7, 2016 & JUNE 21, 2016

JULY 5, 2016 & JULY 19, 2016

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. 1<sup>st</sup> Street, Portales, NM and in the lobby of the Memorial Building, 200 E. 7<sup>th</sup> Street, Portales, NM until a new resolution and schedule are adopted.

Dated: July 7, 2015

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

Published: July 12<sup>th</sup> and July 19<sup>th</sup>, 2015

Posted: July 8, 2015