

**STATE OF NEW MEXICO
MUNICIPALITY OF PORTALES**

CITY COUNCIL

FY 2019-2020

**RESOLUTION #18-19-49
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 refers to unforeseen circumstances that, if not addressed immediately by the public body, will result in injury or damage to persons or property or a substantial financial loss to the public body.

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 meeting 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 is given to the public, as set forth in this Resolution.

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 by 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, except for emergency matters, a public body shall only take action on items appearing on the agenda, this includes such matters raised under the item "Other Business/Citizens to be Heard." Each agenda shall contain the following language:

1. Public comments will be limited to three (3) minutes per speaker.
2. Individuals will be limited to one (1) presentation per meeting, and there will be a maximum of six (6) speakers on each subject.
3. Councilors will not respond to comments or answer any questions to avoid any possible violation of the Open Meetings Act.
4. Questions or requests for information should be directed to the City Manager in writing during regular business hours.

IV. SPECIAL MEETINGS

Special 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 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 seventy-two (72) 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 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.

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.

Within ten days of taking action on an emergency matter, the City of Portales shall report to the New Mexico Attorney General's Office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

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. INFORMAL WORK SESSIONS

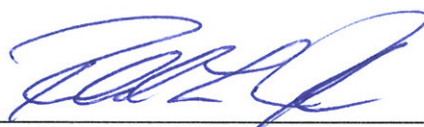
Informal work sessions may be called by the Mayor or the City Manager. Notice of an informal work session shall be provided to the media at least forty-eight (48) hours prior to the meeting. Informal work sessions shall always be open to the public. The Council shall not formulate public policy or take any action by vote at an informal work session.

VIII. 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 18th day of June 2019.





Ronald L. Jackson, Mayor



Joan Martinez-Terry, City Clerk

**NOTICE OF SCHEDULE OF REGULAR SESSIONS
CITY OF PORTALES
CITY COUNCIL
FOR FISCAL YEAR 2019-2020**

THE CITY COUNCIL OF THE CITY OF PORTALES has adopted Resolution #18-19-49 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. Reservation of the right to reschedule meetings with notice to the public as needed.

MEETING DATES

JULY 9, 2019 & JULY 23, 2019*

AUGUST 6, 2019 & AUGUST 20, 2019

SEPTEMBER 3, 2019 & SEPTEMBER 17, 2019

OCTOBER 1, 2019 & OCTOBER 15, 2019

NOVEMBER 5, 2019 & NOVEMBER 19, 2019

DECEMBER 3, 2019 & DECEMBER 17, 2019

JANUARY 7, 2020 & JANUARY 21, 2020

FEBRUARY 4, 2020 & FEBRUARY 18, 2020

MARCH 3, 2020 & MARCH 17, 2020

APRIL 7, 2020 & APRIL 21, 2020

MAY 5, 2020 & MAY 19, 2020

JUNE 2, 2020 & JUNE 16, 2020

JULY 7, 2020 & JULY 21, 2020

(*Changed from regular schedule of first and third Tuesdays.)

For information regarding this schedule or an agenda item, call City Hall, 356-6662 (Option 1 - #1). 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/or schedule are adopted.

Dated: 06/18/2019

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

Posted: 06/19/2019