

STATE OF NEW MEXICO
CITY OF PORTALES

CITY COUNCIL

FY 2019-2020

RESOLUTION #19-20-42

NOTICE OF PUBLIC MEETINGS/OPEN MEETINGS RESOLUTION

WHEREAS, the City of Portales Council met in regular session at **the Memorial Building Council Chambers or Auditorium at 200 E. 7th, Portales, NM** on the **16th** day of **June 2020**, at **6:30** p.m., as required by law; and,

WHEREAS, Section 10-15-I(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and,

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and,

WHEREAS, Section 10-15-I(D) of the Open Meetings Act requires the City Council of the City Portales to determine annually what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED by City of Portales Council that:

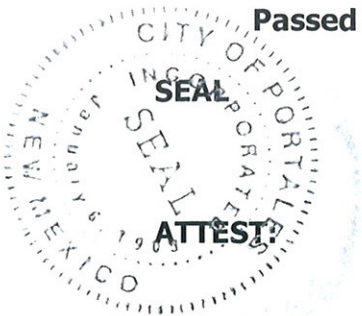
1. All meetings shall be held at **200 E. 7th Street** at **6:30**, p.m., or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first and third Tuesdays. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Office of the City Clerk, whose office is located at 100 W. First Street in Portales, New Mexico. The agenda will also be posted at the offices of the City Clerk and the City's Planning Director and on the City of Portales' website at **www.portalesnm.gov**.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten (10) days in advance of the meeting dates. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the City of Portales' website at **www.portalesnm.gov**.

4. Special meetings may be called by the Mayor/Mayor Pro-Tem/Chairman or a majority of the members upon 72 hours' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before the meeting and posted on the City of Portales' website at www.portalesnm.gov, City Hall and Memorial Building bulletin boards.
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The City of Portales will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor/Mayor Pro-Tem/Chairman or a majority of the members with twenty-four (24) hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Portales City Clerk will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the State or posted in the following locations: the Portales City Hall and the City's Memorial Building. Copies of the written notice shall also be emailed or mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided electronically or by telephone to newspapers of general circulation in the state and posted in the offices of the City Clerk and the City's Planning Director. Electronic or telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Continued meetings, reconvened meetings and Council work sessions will follow the same notice requirements.
8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Planning Director/ADA Officer at (575) 356-8449 or at p&z@portalesnm.gov at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the City Clerk at (575) 356-6662 or at cityclerk@portalesnm.gov if a summary or other type of accessible format is needed.


9. The City of Portales may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15- 1(H) of the Open Meetings Act.
- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Portales City Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b. If a closed meeting is conducted when the Portales City Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - c. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - d. Except as provided in Section 10-15-l(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Portales City Council in an open public meeting.

Passed by the Portales City Council on this 16th day of June 2020.



ATTEST:


Joan Martinez-Terry, City Clerk



Ronald L. Jackson, Mayor

**NOTICE OF SCHEDULE OF REGULAR SESSIONS
CITY OF PORTALES
CITY COUNCIL
FOR FISCAL YEAR 2020-2021**

THE CITY COUNCIL OF THE CITY OF PORTALES has adopted Resolution #19-20-42 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 7, 2020 & JULY 21, 2020

AUGUST 4, 2020 & AUGUST 18, 2020

SEPTEMBER 1, 2020 & SEPTEMBER 15, 2020

OCTOBER 6, 2020 & OCTOBER 20, 2020

NOVEMBER 3, 2020 & NOVEMBER 17, 2020

DECEMBER 1, 2020 & DECEMBER 15, 2020

JANUARY 5, 2021 & JANUARY 19, 2021

FEBRUARY 2, 2021 & FEBRUARY 16, 2021

MARCH 2, 2021 & MARCH 16, 2021

APRIL 6, 2021 & APRIL 20, 2021

MAY 4, 2021 & MAY 18, 2021

JUNE 1, 2021 & JUNE 15, 2021

JULY 6, 2021 & JULY 20, 2021

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. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Planning Director/ADA Officer at (575) 356-8449 or at p&z@portalesnm.gov at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the City Clerk at (575) 356-6662 or at cityclerk@portalesnm.gov if a summary or other type of accessible format is needed.

Dated: 06/16/2020

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

Posted: 06/17/2020