

**CITY OF LAS VEGAS, NEW MEXICO**  
**Resolution No. 23-16**

**A RESOLUTION ESTABLISHING REASONABLE NOTICE OF CITY COUNCIL MEETINGS IN COMPLIANCE WITH THE OPEN MEETINGS ACT; REPEALS AND REPLACES ALL PREVIOUS CITY OF LAS VEGAS RESOLUTIONS REGARDING "REASONABLE NOTICE OF CITY COUNCIL MEETINGS IN COMPLIANCE WITH THE OPEN MEETINGS ACT."**

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) provides that, except as may be otherwise provided in the New Mexico 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 policy-making 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 and at which a majority of a quorum of the body is in attendance, and any closed meeting shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the City council to determine at least annually what constitutes reasonable notice of its public meetings. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas that the recitals are incorporated herein by reference and the Governing Body authorizes and approves the following:

**1. Regular Business Meeting.** Pursuant to Article II, Section 2.07 (B) of the City of Las Vegas Municipal Charter, all Regular Business Meetings of the Las Vegas City Council shall be held on the second and third Wednesday of each month at 5:30 p.m. at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico. The agenda will be available at least seventy-two hours prior to the meetings from the City Clerk whose office is located at the George Arellanes Municipal Complex, 1700 North Grand Avenue, Las Vegas, New Mexico or via virtual software as provided by law. Notice of said meetings will be posted on the City's website, [www.lasvegasnm.gov](http://www.lasvegasnm.gov) and shall be printed in a newspaper(s) of general circulation one (1) time, at the beginning of the fiscal year; and shall be telephoned, e-mailed or faxed to broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice. Meetings may only be canceled, postponed or rescheduled by vote of at least three members of the Council. If a regular meeting is postponed, notice of the new time and date of said meeting may

be printed in a newspaper(s) of general circulation; and shall be telephoned, emailed or faxed to broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice at least seventy-two hours to the specific time of the meeting or at the earliest date and time possible. If the date and time of the Regular meeting permanently changed, the new date and time shall be printed in a newspaper(s) of general circulation twice, one (1) week apart.

**2. Other Meetings Not Regularly Scheduled.** Special meetings may be called by the Mayor or a majority of the members of the City Council by giving notice to each member of the Council, personally served or left at his/her usual place of residence seventy-two hours prior to the meeting. Notice of said special meeting will be posted on the City's website, [www.lasvegasnm.gov](http://www.lasvegasnm.gov) and may be printed in a newspaper(s) of general circulation at least seventy-two hours before the meeting date or on the earliest date possible prior to the date of the meeting. Notice of said special meeting shall be telephoned, emailed or faxed to broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice for public announcement at least seventy-two hours prior to the specific time of the meeting or on the earliest date possible prior to the time of the meeting.

**3. Emergency Meetings.** Emergency meetings shall 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 Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members upon notice as practical under the circumstances. If time permits, notice of said meeting may be printed in a newspaper(s) of general circulation on the earliest date possible as soon as the meeting is called. If time permits, notice of said meeting shall also be telephoned, emailed or faxed to broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice for public announcements on the earliest date and time possible prior to the time of the meeting.

**4. Closed Meetings.** The City Council may close a meeting to the public if the subject matter of such discussion or action is exempt from the open meetings requirement pursuant to NMSA 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 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 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 NMSA Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the City Council in an open meeting.

**5. Reconvened Meetings.** Pursuant to Subsection E of Section 10-15-1, NMSA 1978, the Governing Body may recess and reconvene a meeting to a day subsequent to that stated in the meeting notice, if, prior to recessing, the Governing Body specifies the date, time and place for continuation of the meeting, and immediately following the recessed meeting, posts notice of the date, time and place for the reconvened meeting on or near the door of the place where the original meeting was held and in at least one other location appropriate to provide public notice of the continuation of the meeting. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.

**6. Notice Posting Locations and Content.** For the purposes of all meetings of the Governing Body described in this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted on the City's website and in the City Hall Lobby. All notices shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any meeting or at the earliest possible time in case of emergency meetings. The City Council may be flexible on agenda postings under considerable circumstances. All notices shall also contain the following language: If you are an individual with a disability, who is in need of an auxiliary aid or service to attend or participate in a meeting, please contact the City Clerk at (505) 454-1401 at least 3 days in advance to make arrangements.

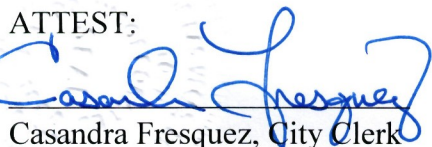
**7. Permanent Boards and Commissions.** The regular scheduled meetings of the City of Las Vegas' Permanent Boards and Commissions, subject to the Open Meetings Act are as follows:

- Planning & Zoning Commission/Board of Adjustments - Last Monday of the month at 4:00 p.m. -City Council Chambers;
- Design Review Board – Third Monday of the month at 4:00 p.m. – City Council Chambers;
- Lodger’sTax Advisory Board – (Quarterly), (January, April, July, October) Second Tuesday of the month at 2:00p.m. -City Council Chambers;
- Police Advisory Commission – Third Thursday of the month at 3:00 p.m. — City Council Chambers;
- Extra-Territorial Zoning Commission – Third Tuesday of the month at 4:00 p.m. – City Council Chambers; (will meet once appointed)
- Campaign and Ethics Board -Last Thursday of the Month at 5:30p.m.- City Council Chambers; (will meet once appointed)
- Library Board – (Quarterly), (January, April, July, October) Last Tuesday of the month at 10:00 a.m.-Carnegie Library;
- Museum Board - Second Thursday of the month at 5:15p.m.– Museum;
- Airport Board – (Quarterly), (January, April, July, October) Second Tuesday of the Month at 10:00 a.m.– City Council Chambers
- Charter Commission – First Thursday of the Month at 1:30 p.m. – City Council Chambers; (will meet once appointed)

**8.** This resolution repeals and replaces all previous City resolutions regarding notice of public meetings for the City’s Council, Boards and Commissions. Nothing in this resolution shall be construed, or is intended to be construed, to impose additional obligations upon any City Board or Commission regarding the Open Meetings Act, as all City Boards and Commissions are strictly advisory.

APPROVED AND ADOPTED this 21<sup>st</sup> day of June 2023.

  
 \_\_\_\_\_  
 Louie A. Trujillo, Mayor

ATTEST:  
  
 Casandra Fresquez, City Clerk