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1 Section 1. Location of Meetings. Meetings of the full Council shall
2 normally be held in the Vincent E. Griego Chambers, Basement Level of the
3 Albuquerque/Bernalillo County Government Center at One Civic Plaza NW,
4 near the intersection of 5th Street and Marquette Ave. NW, Albuquerque, New
5 Mexico 87102.

6 Section 2. Regular Meetings. Meetings will be held each month on the
7 dates specified by Council resolution, as provided in Section 2-1-1 ROA 1994.
8 Generally, Council meetings are held at 5:00 p.m. on the first and third
9 Mondays of each month. The final agenda will be available 72 hours prior to
10 the meeting from the Clerk of the Council, whose office is located in the
11 Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 9th
12 Floor, Suite 9087. The Clerk of the Council shall post, if possible, a draft listing
13 of agenda items to come before the full Council on the Albuquerque City
14 Council web site (www.cabq.gov/council) at least five days prior to the
15 meeting, subject to revision until the agenda is deemed final.

16 Section 3. Special Meetings. Special meetings may be called by the
17 President of the Council or by three Councilors upon 72 hours' notice. The
18 notice shall include information on how members of the public may obtain a
19 copy of the agenda. The agenda shall be available to the public at least 72
20 hours before any special meeting.

21 Section 4. Emergency Meetings. Emergency meetings will be called in
22 accordance with Section 2-1-4 ROA 1994. The Council will avoid emergency
23 meetings whenever possible. Emergency meetings may be called by the
24 President of the Council upon 24 hours' notice, unless the threat of personal
25 injury or property damage requires less notice. The notice for all emergency
26 meetings shall include an agenda for the meeting or information on how the
27 public may obtain a copy of the agenda.

28 Section 5. Committee Meetings. City Council Committee meetings may
29 be called by the chair of a committee upon 72 hours' notice. The notice shall
30 include information on how members of the public may obtain a copy of the
31 agenda. The agenda shall be available to the public at least 72 hours before
32 any committee meeting. Council Committees do not hold emergency
33 meetings.

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1 Section 6. Location of Notice for all Meetings. For the purpose of
2 meetings described in Sections 2, 3, 4 and 5 of this resolution, notice
3 requirements are met by posting a notice of the date, time, location and the
4 agenda in the lobby of the Albuquerque/Bernalillo County Government Center
5 and posted on the Albuquerque City Council web site (www.cabq.gov/council).
6 The Clerk of the Council shall also provide copies of the agendas to those
7 broadcast stations licensed by the Federal Communications Commission and
8 newspapers of general circulation in Albuquerque, which entities have made a
9 written request for notice of public meetings. Such notice shall be provided to
10 the Government Access Cable TV Channel.

11 Section 7. Accessibility. Public documents, including the agendas and
12 minutes, can be provided in various accessible formats. Please contact the
13 Clerk of the Council at the Council Office if a certain type of accessible format
14 is needed. In addition to the information specified above, all notices shall
15 include the following language:

16 “NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and
17 require special assistance to participate in this meeting, please contact the
18 Council Office as soon as possible before the meeting date at 505-768-3100.
19 Those in need of hearing assistance may call 711.”

20 Section 8. Cancellations and Different Meeting Times and Locations.
21 Meetings may be cancelled or scheduled at different times and locations than
22 set forth herein. The announcement of such changes should be made, when
23 possible, at a prior meeting of the full Council or Council Committee.
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