

CITY OF HOBBS

RESOLUTION NO. 7716

**A RESOLUTION DETERMINING REASONABLE NOTICE
OF PUBLIC MEETINGS FOR THE CITY OF HOBBS
PURSUANT TO THE NEW MEXICO OPEN MEETINGS ACT**

WHEREAS, the City of Hobbs City Commission met in regular session at the City Hall. City Commission Chambers located at 200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico, on January 5, 2026, at 6:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978 §§ 10-15-1 through 10-15-4) states that, except as otherwise provided in the Constitution of New Mexico or the Open Meetings Act, all meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policy making body of any state or local agency held for the purpose of formulating public policy, discuss 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 ordinance, resolution, rule, regulation or formal action occurs shall be held only after reasonable notice the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the City of Hobbs City Commission to determine at least annually what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Commission, the governing body of the City of Hobbs, New Mexico that:

1. **Location of Meetings**: All Meetings shall be held at City Hall, City Commission Chambers, 200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico at 6:00

p.m., or as otherwise indicated in the meeting notice. The City of Hobbs City Commission may hold "virtual" meetings in response to a public health threat or corresponding public health orders from the State of New Mexico, provided that all measures advisable and necessary are implemented to ensure public access and participation. In the event that meetings with in person physical attendance is not possible or advisable due to public health emergency or otherwise, virtual meetings will be held and available for viewing at <https://hobbsnm.portal.civicclerk.com>.

2. **Regular Meetings**: Regular meetings shall be held each month on the first (1st) and third (3rd) Monday of the month. The final agenda will be available from the City Clerk's Office, whose office is located at City Hall, 200 E. Broadway, in Hobbs, New Mexico, at least seventy-two (72) hours prior to the meeting. The agenda will also be posted on the Public Notice Board located on the first (1st) floor of City Hall, and on the City of Hobbs' website at www.hobbsnm.org.
3. **Special Meetings**: Special meetings may be called by the Mayor and any two (2) members of the commission or by any (3) members of the commission at any time, by written notice to all members of the commission. In the event a special meeting is called, seventy-two (72) hours' written notice must be given to the members of the commission of the calling of such special meeting. 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 Hobbs' website at www.hobbsnm.org.

4. **Emergency Meetings**: 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 Hobbs City Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members upon twenty-four (24) hours' notice, unless the 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 (10) days of acting on an emergency matter, the City of Hobbs City Commission will notify the Attorney General's Office detailing the action and circumstances.
5. **Notice for Regular Meetings**: For the purpose of regular meetings described in Paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in newspaper of general circulation in the state and posted in the following locations: on the Public Notice Board located on the first (1st) floor of City Hall, and the City of Hobbs' website at www.hobbsnm.org. Copies of the written notice shall also be 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.
6. **Notice for Special and Emergency Meetings**: For the purposes of special meetings and emergency meetings described in Paragraphs 3 and 4, notice requirements are met if notice of the date, time, place, and agenda is provided

by telephone to newspapers of general circulation in the state and posted on the Public Notice Board located on the first (1st) floor of City Hall. Telephone notice shall also 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.

7. **Accessibility:** In addition to the information specified above, all notices shall include the following language:

“NOTICE TO PERSONS WITH DISABILITIES: 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 City Clerk’s Office at City Hall located at 200 E. Broadway, Hobbs, New Mexico, or by calling (575) 397-9200 at least seventy-two (72) hours prior to the meeting or as soon as possible before the meeting date. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk’s Office if a certain type of accessible format is needed.”

8. **Closed Meetings:** The City of Hobbs City Commission 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, the closure shall be approved by a majority vote of a quorum of the City of Hobbs City Commission. The authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting. The vote shall be taken in an open meeting and the vote of each individual member shall be recorded in the minutes. Only those subjects announced or voted upon prior to closure by the Commission may be discussed in a closed meeting
- (b) If a closure is called for when the City of Hobbs City Commission 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 the law authorizing the closed meeting and stating with reasonable specificity the subject to be discussed, 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 that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting.
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in closed meeting shall

be made by vote of the City of Hobbs City Commission in an open public meeting.

9. **Meeting Participation:** A member of the public body may participate in a meeting of the public body by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

PASSED, ADOPTED AND APPROVED this the 5th day of January, 2026.



JONATHAN SENA, Mayor

ATTEST:



JAN FLETCHER, City Clerk

