# Seal for the City of Albuquerque New Mexico, 1706.City of Albuquerque Office of the Department

**Timothy M. Keller, Mayor Department Director**

## **BOARD, COMMITTEE OR COUNCIL NAME**

### **NOTICE OF MEETING**

WEEKDAY, MONTH XX, 20XX

TIME (9:00 A.M)

Notice is hereby given that the **[INSERT BOARD, COMMITTEE OR COUNCIL NAME]** has scheduled a meeting for **Weekday, Month XX, 20XX, beginning at TIME (9:00 A.M). via Zoom** [INSERT ZOOM LINK]**,** to consider:

* Subject matter #1
* Subject matter #2
* Subject matter #3

The agenda for the upcoming meeting is not yet available. To request a copy once it is finalized, please contact [INSERT STAFF NAME, (505)-PHONE, AND EMAIL].

Except for any portion of the meeting that may be closed by the Board pursuant to the provisions of the New Mexico Open Meetings Act, the meeting will be open to the public.

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 Office of DEPARTMENT at 505-555-5555 or [email@cabq.gov](mailto:email@cabq.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 DEPARTMENT at 505-555-5555 or [email@cabq.gov](mailto:email@cabq.gov) if a summary or other type of accessible format is needed.

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