



NEW MEXICO LEAGUE OF ZONING OFFICIALS
(A SUBSECTION OF THE NEW MEXICO MUNICIPAL LEAGUE)



SEMI-ANNUAL MEETING
-SERIES EIGHTEEN -- WORKSHOP ONE-

May 3-5, 2023
Albuquerque Marriott Uptown

Preliminary Program

WEDNESDAY, MAY 3

11:30 AM	REGISTRATION
1:00 - 5:00 PM	<u>AFTERNOON GENERAL SESSION</u>
1:15 PM	WELCOME
1:30 - 2:45 PM	INTRO TO CANNABIS – A ROUNDTABLE DISCUSSION
2:45 – 3:15 PM	WRAP UP & QUESTIONS
<hr/>	
3:15 - 3:30 PM	BREAK & NETWORKING
<hr/>	

3:30 PM **LOAD BUSES FOR TOUR TO SAWMILL MARKET**
**Mandatory tour with Karen Iverson*

4:15 - 6:00 PM **RECEPTION AT THE SAWMILL MARKET**
**Busses will begin departing back to hotel at 5:30 pm*

THURSDAY, MAY 4

8:00 AM **REGISTRATION**

8:30 AM - 12:00 PM **MORNING GENERAL SESSION**

LAND USE OFFICIALS TRAINING – (All Attendees)

INTRODUCTION

- A. Citizen Participation
- B. Commission Member Responsibilities

SERVING ON THE COMMISSION

- A. Membership on a Commission
- B. Commission Organization

COMMISSION MEMBER’S CODE OF CONDUCT

“Do The Right Thing”: Everyday Ethics for Commissioners

THURSDAY, MAY 4

8:30 AM - 12:00 PM

LAND USE OFFICIALS TRAINING – (All Attendees) - continued

10:00 - 10:15 AM

BREAK & NETWORKING

COORDINATION WITH GOVERNING BODY, STAFF AND OTHERS

- A. Coordination with Governing Body
 - Relationship to Governing Body
 - Communications from the Governing Body
 - Communications to the Governing Body
 - Completed Commission Work
 - Governing Body Meetings and Agendas
- B. Coordination with Staff
 - Duties of Assigned Staff
 - The Relationship between Assigned Staff and the Commission
- C. Relations with Other Commissions, Outside Agencies and the General Public
 - Other Commissions
 - Outside Agencies
 - General Public
 - Individual Commissioners
 - Press and Other Media
 - The Proper Meeting Conduct
- D. Analytical Problem Solving

COMMISSION RULES OF PROCEDURE

- A. General Provisions
- B. Procedures
- C. Rules of Order

12:00 - 1:00 PM

LUNCHEON/AWARDS CEREMONY

1:15 - 5:00 PM

AFTERNOON GENERAL SESSION

LAND USE OFFICIALS TRAINING (All Attendees) - continued

COMPLYING WITH BATTERSHELL

- A. Battershell v. City of Albuquerque 108 N.M. 658, 777 p.2d 386 – Due Process Requirements
- B. Swearing of Witnesses
- C. Cross Examination
- D. Ex Parte Communications
- E. Sample Provisions
 - a. Testimony Under Oath
 - b. Manner of Presentations to the Commission
 - i. Applicants
 - ii. Opponents
 - iii. Members of the Public
 - iv. Evidence

THURSDAY, MAY 4 – continued

1:15 - 5:00 PM

LAND USE OFFICIALS TRAINING (All Attendees) – continued

FINDINGS OF FACT AND CONCLUSIONS OF LAW

- A. The Requirement that the Order Be In Writing
- B. The Requirements of Findings of Fact and Conclusions of Law
- C. Preparation of Findings of Fact and Conclusions of Law
- D. Adoption of Findings of Fact and Conclusions of Law
- E. Filing the Decision of the Commission
- F. Service of the Decision

OPEN MEETINGS ACT/INSPECTION OF PUBLIC RECORDS

3:00 - 3:15 PM

BREAK & NETWORKING

∞ EVENING FREE ∞

FRIDAY, MAY 5

9:00 - 11:30 AM

MORNING GENERAL SESSION

9:00 - 10:30 AM

NUISANCE ABATEMENT

10:30 AM

BUSINESS MEETING

**DISTRIBUTION OF ATTENDANCE CERTIFICATES
& ADJOURNMENT**