



Office of
**Neighborhood
Coordination**
Creating Community Together

City of Albuquerque
Office of Neighborhood Coordination
P.O. Box 1293
Albuquerque, NM 87103

June 22, 2023

Comanche Foothills Neighborhood Association

Paul Beck
3008 Camino De La Sierra NE
Albuquerque, NM 87111

Ed Browitt
3109 Camino De La Sierra NE
Albuquerque, NM 87111

Dear Paul and Ed:

Our office received your Bylaws from your association on **June 20, 2023**. After checking the bylaws we noted that:

- Your **membership** – is open to all individuals who live (renters included), own property, or own a business within the boundaries.
- Your **Annual Meeting Month** is **September**.
- Your **bylaws** were adopted and ratified by the members on **June 20, 2023**. Signed by **President and Vice President** on **June 20, 2023**.

We are pleased to inform the *Comanche Foothills Neighborhood Association* that your association is in compliance with the Neighborhood Association Recognition Ordinance to maintain your “recognized” status with the Office of Neighborhood Coordination.

If you have any questions, please feel free to contact our office at 768-3334 or onc@cabq.gov.

Sincerely,

Vanessa Baca, Manager
Office of Neighborhood Coordination

BYLAWS ACCEPTED BY ONC – June 22, 2023

Comanche Foothills Neighborhood Association By-laws

JUN 20 2023

Article I - Name

This organization shall be known as the Comanche Foothills, hereinafter referred to as the Association.

Received

Article II - Purpose

The purpose of the Association shall be to enhance that area of the City of Albuquerque, Bernalillo County, State of New Mexico bounded on the West by Tramway Blvd., bounded on the North by North Glenwood Hills Arroyo and a line due east, bounded on the East by City of Albuquerque Open Space, bounded on the South by Candelaria Blvd., hereinafter referred to as the area Comanche Foothills, to promote a better neighborhood and community through group action, so that the quality of life in the area shall be in keeping with the social, environmental, cultural and historic needs and interests of the residents. To this end, the activities of the Association shall include, but are not limited to, sponsoring cooperative planning, research, fundraising, and public education programs as they are deemed necessary.

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Article III - Association Membership

Section 1. Membership is open to all individuals who live (renters included), own property, or own a business within the boundaries of the association, as stated in Section 14-8-2-3(B)(2) of the Neighborhood Association Recognition Ordinance (NARO). There shall be two types of Membership in the Association. These shall be known as Personal Members and Business Members.

Section 2. Personal Membership is for any adult aged 18 or older who resides full-time (including renting) or owns property within the boundaries specified for this Association.

Section 3. Business Membership is for any business which operates within the Association boundaries. The primary location must be within the boundaries specified for this Association.

Section 4. The Association shall allow ongoing Membership enrollment throughout the year.

Section 5. Each Member of the Association shall provide Affirmation of Membership.

Article IV - Dues / Member Donations

Section 1. Dues are voluntary for all Members and cannot be a prerequisite for either Membership or voting, pursuant to Section 14-8-2-3(B)(4) of the NARO.

Section 2. Voluntary dues may be set at the discretion of the Board of Directors.

Article V - Voting

Section 1. Every affirmed Member may cast one vote on any question and participate in any election before the Association.

Section 2. All questions to be voted upon by the general Membership will be decided by a vote of a majority of the Members present at any meeting of the Membership voting in favor or against it. In-person, mailed paper ballots, or electronic ballots must be allowed, in which case questions will be decided by a majority of total votes cast, as stated in Section 14-8-2-3 (B)(8) of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board Directors/Officers present and voting in favor or against.

Article VI - Board of Directors and Officers and Their Election

Section 1. A Board of Directors shall be the governing body of the Association and shall consist of an odd number with a minimum of 5 with a maximum of 9 persons who are Members of the Association. The Board of Directors shall be elected by the general Membership at the annual meeting for terms of two (2) years. Directors shall assume office at the end of the annual meeting when elected.

Section 2. Officers of the Association shall be a President, Vice President, Secretary, and Treasurer who are members of the Board of Directors chosen by the Board within 30 days following the annual meeting. Officers

are permitted to hold two positions simultaneously, if necessary.

Section 3. The term of office for the President, Vice President, Secretary, and Treasurer shall be for 1 year.

Section 4. All Members are eligible to hold any officer position within the association, pursuant to Section 14-8-2-3(B)(2) of the NARO.

Section 5. Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the current Board of Directors.

Section 6. Any elected Officer may be removed from office by a 2/3 majority vote of the Members / Board of Directors/Officers present, whenever, in its judgment, the best interest of the Association would be served thereby, provided that notice of the intent to remove shall be furnished to the subject Officer in writing at least five (5) days prior to the meeting at which such action is to be discussed as stated in Section 14-8-2-4(B)(3) of the NARO.

Section 7. Any elected Officer replacing previous Officers removed from office by a majority of the membership will be appointed by a majority vote of the membership/majority of the Board of Directors/Officers, provided that notice of the intent to remove shall be furnished to subject Officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-3(B)(3) of the NARO.

Article VII - Duties of the Officers

The duties of the officers shall include but are not limited to the following:

Section 1. President: The President shall be the Chief Executive Officer of the Association and shall in general supervise all the business and affairs of the association between the meetings of the Board of Directors. The President shall preside at all meetings of the Board of Directors and the Membership. The President shall with the approval of the Board of Directors, appoint all standing and special committees, and shall be Ex Officio member of all the committees. The President shall make an annual report to the general membership at the annual meeting and file such report with the secretary. The President shall make all necessary reports to the City of Albuquerque in compliance with the Neighborhood Association Recognition Ordinance.

Section 2. Vice President: The Vice President shall, when necessary, perform the duties of the President, and shall succeed to the Presidency in the event of the death, disability, removal from office or resignation of the President until such time as a successor to the President shall be elected.

Section 3. Secretary: The Secretary shall keep minutes of all meetings of the Board of Directors and of the General Membership and shall keep all records of the Association and give notice of all meetings as directed.

Section 4. Treasurer: The Treasurer shall collect all monies due and shall have custody of all funds of the Association, pay all bills approved by the Board of Directors, keep account of all receipts and expenditures. The Treasurer shall present a financial statement at the Annual Meeting and to the Board of Directors when requested.

Article VIII – Committees

Section 1. The membership may establish ad hoc committees as needed. The President may also establish such committees. Committee chairpersons shall be appointed by the President.

Section 2. No report or other action of any committee or any officer of the Association shall be considered as the act of the Association unless and until it has been approved by the Board of Directors.

Article IX – Meetings

Section 1. The Board of Directors shall meet once in March and as necessary. It is anticipated that the bulk of the business of the Association can be conducted by e-mail and electronic polling of the Board. Similarly, it is anticipated that the actions of the Board as well as important communications from the city can be relayed to the Membership by e-mail and/or the Association communication channels.

Section 2. The association shall hold, at minimum, one annual meeting, and will be known as the Annual Meeting. The date for this annual meeting will be in September. The Association will notify the Office of Neighborhood Coordination (ONC) of this meeting, and make a reasonable attempt to give written notice to all households and businesses within its boundaries at least two weeks in advance through the placement of one or more signs at prominent locations within the association's boundaries and one or more of the following: U.S. Mail; delivered flyers; website or social media posting; e-mail, text message, direct message through social media, or other form of electronic messages delivered to the known address of each member, pursuant to Section 14-8-2-3(B)(5) of the NARO.

Section 3. The Annual Meeting shall be for the purpose of electing Board members, receiving Annual Reports of Officers and Committees, and other business as determined by the Board. Each member shall be afforded the ability to vote at the Annual Meeting in-person only, pursuant to Sections 14-8-2-3(B)(8)(b) and 14-8-2-3(B)(9) of the NARO.

Section 4. No election shall be held at a meeting of the Association unless the meeting is advertised as noted in Section 2 above. For any elections or voting other than the Annual Meeting, the Board of Directors must allow each Member to vote using at least one of the following methods: in-person, mailed paper ballot, or electronic means, as stated in Section 14-8-2-3(B)(9) of the NARO.

Section 5. Special meetings of the General Membership may be called by a majority of the current Board of Directors / Officers or the President. The President shall set the meeting within fifteen (15) days and the Secretary shall give notice of any such meeting.

Section 6. The quorum required for all Board and General Meetings is a majority of the current Board.

Section 7. All votes shall be decided by a majority of the Members present at any meeting, (provided that a quorum of the Board is present).

Section 8. No Member of the Association may vote by proxy.

Article X - Monetary Matters

Section 1. The depository for the Association funds, the person(s) entitled to expend monies on behalf of the Association and all such matters shall be determined by the Board of Directors.

Section 2. No Member, Director or Officer will receive directly or indirectly any compensation or pecuniary benefit from the Association, except that the Association may reimburse them for expenses.

Article XI- Parliament Authority

Unless waived by the attendees, Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable provided they are not in conflict with these by-laws.

Article XII- Dissolution

In the event of dissolution of the Association, the Board of Directors shall, after payment of all liabilities of the Association, dispose of the remaining assets of the Association by donating the money to an organization with similar purposes as those listed in *Article II*.

Article XIII – Amendments

The by-laws may be amended at any regular or special meeting of the General Membership by two-thirds (2/3) vote of those in attendance, provided that the membership has been notified ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

