

El Paso Neighborhood Coalition (EPNC) Bylaws

I. ORGANIZATION *[NEW Addition – for clarification & ordinance requirement]*

A. Name *[NEW Addition]*

The name of the organization shall be the El Paso Neighborhood Coalition, hereinafter referred to as EPNC. Additional terms include:

1. "Coalition" hereinafter refers to the EPNC general membership.
2. "Neighborhood Council" hereinafter refers to the EPNC board members.
3. "Associations" hereinafter refers to Recognized Neighborhood Associations.
4. "City" hereinafter refers to the City of El Paso's designated permit official.
5. "Planning Areas" hereinafter refers to the City of El Paso's Planning Areas, which are East, Central, Mission Valley, Northeast and Northwest.

B. Mission Statement *[Current Bylaws: Page 1]*

The mission of the EPNC is to unify all of El Paso's diverse Neighborhood Associations in matters of our common interest and to actively encourage, endorse, and promote issues of livability and quality of life in our communities.

The means to accomplishing the EPNC's mission include but are not limited to:

1. Promoting cooperation and the sharing of expertise among Neighborhood Associations and other community resources;
2. Informing, educating, and communicating issues of common neighborhood concern;
3. Providing a free and open forum for discussion and resolution of issues of concern affecting life in our neighborhoods;
4. Promoting volunteers to advance and advocate for policies and issues of common neighborhood interest on a city-wide basis; and
5. Promote responsibility and accountability within the government of the City of El Paso.

C. Definitions *[NEW Addition]*

The EPNC shall refer to the City of El Paso Neighborhood Association Recognition *Ordinance 017744* for the following definitions:

1. 2.102.020 F. "Recognized Neighborhood Association" means a neighborhood association or a civic association registered with the City pursuant to *Ordinance 017740*.
2. 2.102.020 E. "Neighborhood Associations Coalition" means an independent autonomous organization or voluntary association comprised solely of representatives of ten or more recognized neighborhood associations and having elected officers from each of the Planning Areas (as designated in *The City of El Paso, Texas Comprehensive Plan; Plan for El Paso*).

D. Non-Discrimination *[NEW Addition – Required by City RNA Ordinance]*

The EPNC does not discriminate in its activities against individuals or groups on the basis of race, color, sex, age, disability, religion, creed, gender identity, sexual orientation, income, marital status, military status, national origin, citizenship, ancestry or political affiliation.

II. MEETINGS *[NEW Addition – combines sections of current bylaws in one section]*

A. General Meetings *[Current Bylaws: Page 1-2 - Section D.1-3]*

Coalition meetings are the third Monday of each month, unless otherwise specified, at times and locations determined by the Neighborhood Council. A quorum shall be required only if a Coalition vote is taken.

1. Coalition meetings will be held in a public location and are open to public attendance.
2. Associations registered with the City will be sent notices of the Coalition meetings. Notice for the time and location of the following general meeting will be announced in writing on the current Coalition meeting agenda.

B. Annual Meeting *[Current Bylaws: Page 1-2 - Section D.5]*

An annual meeting of the EPNC will be held once per calendar year to elect the members of the Neighborhood Council whose terms expire during that calendar year.

C. Neighborhood Council Meetings *[Current Bylaws: Page 3 - Section F.10]*

The Neighborhood Council shall meet at least once per month prior to the Coalition meeting at times and locations determined by the Neighborhood Council. A quorum shall consist of at least three (3) Neighborhood Council members.

D. Committee Meetings *[Current Bylaws: Page 4 - Section H.1-2]*

Committee meetings may be scheduled at times and locations determined by the Neighborhood Council and committee members. Committees are open to all members of the Coalition and shall be appointed by the Neighborhood Council. The Chair may serve ex-officio of all committees.

E. Special Meetings *[Current Bylaws: Page 3 - Section F.9]*

The Neighborhood Council may call a special meeting of the Coalition that include but not be limited to special events and Planning Area meetings.

III. GENERAL MEMBERSHIP AND VOTING

[NEW Addition – combines sections of current bylaws in one section]

A. Eligibility *[Current Bylaws: Page 1- Section B]*

Associations registered under the City of El Paso Neighborhood Association Recognition Ordinance 017744 are eligible members of the EPNC.

B. Neighborhood Association Representation to the EPNC *[Current Bylaws: Page 1- Section C.1-2]*

The EPNC membership will have representatives of ten or more associations with at least one Association from each of the Planning Areas.

1. The primary contact of the Association, such as the president or selected designee, is eligible to represent the Association.
2. Associations shall not select representatives who would have a conflict of interest. Specifically, elected El Paso City Representatives, City Department Heads, and City officials shall not be a representative to the EPNC.

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C. Voting and Quorum [Current Bylaws: Page 4 - Section J.1-4] **[NEW Addition #1 & #5-define "conflict of interest"]**

1. Attendance at a Coalition meeting is required in order to vote on any matter before the EPNC.
2. A quorum of one Association per Planning Area shall be necessary for a vote to be taken.
3. Each Association present shall have one vote per voting item at Coalition meetings. (See III, B-1.)
4. A simple majority is required in order for the EPNC to take action.
5. Any member having a conflict of interest in which an individual has competing interest or loyalties regarding an agenda item shall be able to speak to the item but will recuse him or herself from voting on that item.

D. Obligations of Members [Current Bylaws: Page 3-4 - Section G.1-3]

1. Associations are responsible for providing to the Neighborhood Council and the City their contact information.
2. Associations in attendance at a Coalition meeting are honor-bound to promptly report to the body any agenda topic or meeting discussion item that may cause a conflict of interest for that member.
3. Associations are honor-bound to enforce due and proper decorum throughout all EPNC meetings as well as full and civil respect toward any and all persons invited to speak at any meeting.

IV. BOARD MEMBERS **[NEW Addition – combines sections of current bylaws in one section]**

The Neighborhood Council shall consist of five (5) Association representatives and a Chair.

A. Eligibility **[NEW Addition]**

In order to be eligible for election as a Neighborhood Council member, the candidate must be a member in good standing of a Recognized Neighborhood Associations.

B. Terms of Office [Current Bylaws: Page 2 - Section E.1-3] **[NEW Addition – #1a & 1b]**

1. The five (5) representatives will be elected by the Associations from each of the Planning Areas at the EPNC Annual meeting to serve two-year staggered terms.
 - a. Even-numbered years elections: Central, East and Mission Valley
 - b. Odd-numbered years elections: Chair, Northeast and Northwest
2. The Coalition shall elect a Chair to serve a maximum of two (2) two-year terms on the Neighborhood Council.
 - a. The Neighborhood Council will elect a Vice-Chair, Secretary and Treasurer.
 - b. Each of the five Planning Area Neighborhood Council Representatives will appoint an "Alternate Representative" to attend meetings or events in their absence.
3. No Neighborhood Council member may serve for more than four (4) consecutive years.

C. General Power and Duties [Current Bylaws: Page 3 - Section E.6 & Section F.1.1-10]

The Neighborhood Council has administrative responsibility for the Coalition. They have the authority to represent the EPNC as instructed by the Coalition. As representatives of the EPNC they are not authorized to speak on any issue on which the Coalition has not taken a position.

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1. The Neighborhood Council shall create committees and name chairs to those committees subject to the approval of the Coalition.
2. The Chair shall preside at Neighborhood Council meetings and Coalition meetings. The Chair shall not vote at any Neighborhood Council or Coalition meeting, except to break a tie. At the beginning of each meeting, the Chair will ascertain whether any members present have a conflict of interest with any agenda item.
3. The Neighborhood Council shall appoint a Vice-Chair, who shall serve in the stead of the Chair or the absence of the Chair.
4. The Neighborhood Council shall appoint a Secretary, who shall record and present the minutes of each Neighborhood Council meeting and Coalition meeting.
5. The Neighborhood Council may, if needed, appoint a Treasurer who shall manage and report on all funds, revenue and expenditures of the EPNC.
6. The Neighborhood Council shall select a spokesperson for each policy decision of the Coalition. If the Neighborhood Council does not select a spokesperson, the Chair shall automatically be the spokesperson.
7. Neighborhood Council members for each Planning Area are responsible for maintaining communication with the Association representative(s) in their Planning Area, and should encourage those Association representative(s) to attend Coalition meetings and events. If a Neighborhood Council member, including the Chair is asked about information outside of their Planning Area, that board member will refer the asking person to the appropriate Neighborhood Council member and will also notify the appropriate Neighborhood Council member.
8. The Neighborhood Council shall assist in organizing the EPNC's Annual Meeting and may appoint a committee to carry out that responsibility.
9. Neighborhood Council may call a special meeting of the Coalition.

D. Removal and Vacancies [Current Bylaws: Page 2 - Section E.4-5,7] **[NEW Addition – #4]**

1. A Neighborhood Council Representative may be removed from office by the following:
 - a. A simple majority vote of the total number of neighborhood associations in their associated Planning Area at a special scheduled Area meeting, or
 - b. Any representative/alternate who shall have been absent from three (3) consecutive regular meetings of the Neighborhood Council and/or the Neighborhood Coalition or who is absent from five (5) non-consecutive regular meetings of Neighborhood Council and/or Coalition may be removed from the Neighborhood Council subject to a majority vote of the Neighborhood Council members present at a regular Neighborhood Council meeting.
2. A Chair may be removed from office by a majority vote of the Coalition at a special scheduled Coalition meeting.
3. Vacancies, including resignations that occur on the Neighborhood Council prior to the expiration of a complete term shall be temporarily filled by an appointment of the Neighborhood Council.
 - a. Representatives serving in temporary appointments will serve the remainder of the term of the vacated position.
 - b. In the event of resignation of the Chair, the Vice-Chair will assume the responsibilities of the Chair for the unexpired portion of the term.
4. A verbal or written notice of resignation is valid and effective from the moment it is given to the Neighborhood Council. The Neighborhood Council will immediately notify the City of the

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resignation. Any Neighborhood Council member who resigns their position before their current term expires, that individual shall not be eligible to serve on the Neighborhood Council for two years after their unfinished term expires.

V. PARLIAMENTARY AUTHORITY

Governing Rules [Current Bylaws: Page 4 - Section I. Procedure]

Robert's Rules of Order, current edition, shall be utilized to maintain order and protocol at all EPNC meetings (See II, A-E) unless otherwise specified by these bylaws.

VI. AMENDMENTS

A. Bylaws [Current Bylaws: Page 4 - Section II. Bylaws] **[NEW Addition – B]**

The EPNC shall be governed by the Bylaws set forth here.

1. In order to amend the Bylaws, a reading of the proposed changes shall take place at any Coalition meeting.
2. The proposed changes shall be duly noted in the minutes for that meeting.
3. The vote on the changes shall take place at the following Coalition meeting and shall require a 2/3 majority of a voting quorum present to be approved.
4. Amendments to the Bylaws are effective immediately and supersede any previously written Bylaws.

- B.** An up-to-date copy of the bylaws shall be kept with the City, and amendments shall be sent to the City within 30 days of adoption and be post on the EPNC website.

Revisions to the EPNC Bylaws are approved by the Coalition on this date_____.

Certified by: _____
EPNC Chair

Certified by: _____
EPNC Vice-Chair or Secretary

Originally Adopted: 2006

Amended: May 19, 2014