

# Neighborhood News

A Publication of the Office of Neighborhood Coordination

November/December 2011



**Richard J. Berry**  
Mayor of Albuquerque

## Thanksgiving Day Fire Safety

The Albuquerque Fire Department is committed to making every holiday season safe and joyous for the citizens of Albuquerque. It is critically important to be highly alert to the fire dangers that exist during the holiday season and throughout the year. In November of 2009, Albuquerque Fire Department responded to 143 fires which caused over \$953,000 in damage. We have listed fire safety tips below that can not only prevent fires but may also save your life.

### Cooking Tips

Unattended cooking is the leading cause of home fires and home fire injuries in the U.S. When cooking, remember to keep an eye on the range.

- Never leave the cooking area unattended.
- If you have to leave the stove, microwave or other cooking appliance for any reason turn the appliance off.
- Turn handles to the center of the stove to prevent spills and to prevent children grabbing hot pans.
- Have a lid handy to smother a pan fire.
- Use approved pot holders, not aprons or towels.
- Clean appliances regularly. Watch for grease overflows that can start fires.
- Don't place towels, napkins or other paper products around the stove surface.
- Don't wear loose clothing.

Most Importantly... Be Prepared for a Fire! One of the best ways to protect yourself and your family is to have a working smoke alarms that alerts you of a fire. A smoke alarm greatly reduces your chances of dying in a fire.

- Make and practice a home fire escape plan and set a meeting place outside.
- Make sure everyone in your family knows at least two escape routes from their bedrooms.
- Call **911** after leaving your home to report a fire emergency.

## Turkey Fryer Fire Safety

The popularity of turkey fryers has grown in the U.S. in the past couple of years. For safety's sake, buy a fried turkey from a grocery store, specialty food store or restaurant instead of frying it yourself. If you must fry one yourself follow the safety tips below to prevent fires and burn injuries.

First read the manufacturer's instructions.

- Place the turkey fryer on a level surface, in an open area away from homes, fences, sheds and other structures that are combustible.
- Never place the fryer on a wooden deck or porch or in a garage or carport.
- Leave at least two feet between the fryer and the propane tank.
- Keep the fryer in full view at all times.
- Keep children and pets away from the fryer.
- Check the oil temperature often. If you see smoke coming from the oil turn off the gas right away.

**Completely thaw and dry the turkey before frying.** Adding a partially frozen or wet turkey to the pot makes the oil splatter a lot, causing a fire or explosion hazard.

- Cover bare skin before adding or removing food from the fryer.
- Raise and lower food slowly to avoid splattering or spilling oil.
- Use the right amount of oil.
- If the fryer catches fire, call **911** right away.
- Do not try to put it out with water.

## Turkey Fryer Fire Facts

- Cooking fires peak on Thanksgiving Day.
- Between 1998 and 2005, the Consumer Product Safety Commission had 112 reports of fires or burns related to turkey fryers.
- Most fires from turkey fryers occur while the oil is being heated before the turkey is added.
- Contact with hot oil can cause serious burns.



APD Crime Prevention

Submitted By Steve Sink



Travel Preparation and Safety

There are traditional times each year that many of us choose to travel to see family and friends as well as enjoy a vacation. Generally when we go on trips we are less likely to focus on our surroundings and safety. Most of the security resources you can depend on at the office or at home are nonexistent when you travel. Your greatest resource is yourself – your willingness to take precautions, vary your routes, keep a low profile and be alert to suspicious behavior and circumstances. The following tips for securing your residence and travel safety should be observed before and during a trip.

Securing Your Residence and Preparing for Travel – Reduce Criminal Opportunity:

- Ask a trusted neighbor to watch your residence and report suspicious activity.
• If possible, have a trusted friend or family member stay at your home.
• Install automatic timers on lights, TV’s and radios to give the impression someone is home.
• Do not have mail and newspaper delivery stopped. If you have a rollout trash dumpster, have a neighbor place it in the street on pick up day and return it that evening. Also, ask them to park a vehicle in the driveway whenever possible and collect your mail and newspapers.
• Be extra cautious about locking all doors and windows.
• Make sure trees and shrubs are trimmed to allow for good natural surveillance of your property.
• Make arrangements to have exterior lights on each night.
• Each entrance should have solid core or metal doors and deadbolt locks.
• All primary window locks should be operational and secondary locks should be installed.
• Let neighbors, family and friends know when you plan to return from a trip.

Travel and Hotel/Motel Safety:

- Always be aware of your surroundings and trust your instincts.
• Lock all personal items in the trunk or away from view – roll up windows, lock doors and take your keys.
• Park in well lit areas with a lot of activity. Park as close to an entrance as possible.
• Rooms should have solid core or metal doors and an eye viewer. Change rooms if these items are worn out or not functioning properly.
• Always verify who’s at your door. If you are not expecting a visitor call the front desk if the person claims to be with the facility and do not open the door to strangers or solicitors.
• If you observe suspicious behavior notify hotel/motel personnel or call the police.
• Look for establishments that have the unit doors and walkways enclosed as well as electronic card access verses the outdated door key.
• Turn on the TV or radio when you are away from the room and leave a light on.
• Request a room closest to the main office – avoid end units. Higher floors are preferred.
• Identify emergency exits and discuss hotel/motel safety and security with family members.
• Keep valuables in the hotel/motel safe or leave them at home.
• Carry a minimum amount of luggage and never leave them unattended.
• Carry only those personal items necessary for a particular trip. Use traveler’s checks or credit cards whenever possible. Leave local credit cards at home.
• Avoid carrying a purse whenever possible. Place money and credit cards in a front or jacket pocket. If you must carry a purse, carry it close to your body with flap facing inward and place strap around your shoulder (never wrap it around your body or neck).
• Don’t display your room key or leave them in places they can be easily stolen.

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Submitted By Roger Mickelson

## How To Get Information About Proposed Legislation.

*When citizens were asked whether **ignorance** or **apathy** was the major problem in getting people interested in legislation, 83% of the respondents said, "I don't know and I don't care."*

**City Council.** The City Council normally meets on the first and third Monday of the month. Council and Committee schedules are at <<http://www.cabq.gov/council/council-meeting-schedules>> after 5 p.m. one full business day before the meeting date; preliminary draft schedules are usually posted 4-5 business days prior to the meeting at <<http://www.cabq.gov/council/events>>.

Agendas can be found at <<http://cabq.legistar.com/calendar.aspx>>. To get ahead of the game, click on the **Minutes** link on the right side of the **President** line to see the "**Letter of Introduction**." This lists all proposed new legislation and initial disposition (e.g., Council hearing or committees: Land Use, Planning, and Zoning; Finance and Government Operations; Public Service). Copy the Bill designator (e.g., EC-10-190, O-xxx, OC-xxx, R-xxx) of the item you're interested in and go back to the "agendas" page. Click on the **Legislation** tab at the top of the page. This will take you to another Search page where you can access the proposed legislation for review. Key in the legislation number (e.g., EC-10-190, O-xxx, OC-xxx, R-xxx) in the **Search Legislation** box and select **All Years** or **This Year** in the box to the right of the **Search Legislation** button. Then tap on the **Search Legislation** button.

That will take you to another page with the file on that particular Executive Communication (EC-), Ordinance (O-), Resolution (R-), or whatever. Click on the yellow-highlighted file number to go to the history page for that item. You can click on the main item or attachment of interest (e.g., **O-2.doc**, **O-2att.doc**) and save it to read more than the brief "title and description" provided on the agenda.

You can read about the meeting results at the same link <<http://cabq.legistar.com/calendar.aspx>> by clicking on the **MINUTES** tab on the right side of the line for the meeting of interest.

The process is very similar for Council Committee meetings, agendas and minutes. Use the same pages and links.

Educate yourself and your neighbors...get involved in the process by calling **505-768-3100** or e-mailing Councilors via <<http://www.cabq.gov/council/councilors>>. **Attend Council or committee meetings; testify!**

**Who else passes laws or levies taxes or influences community matters?**

Bernalillo County Commission info <http://meetings.bernco.gov/>. Click on the Commission Meeting link. This is a very user-

friendly site thanks to the current "open government" commissioners.

Albuquerque/Bernalillo County Water Utility Authority <<http://www.abcwua.org/>> click on **Upcoming Events** on the right.

Albuquerque/Bernalillo County Government Commission <[http://www.bernco.gov/live/results.asp?category\\_id=6569](http://www.bernco.gov/live/results.asp?category_id=6569)>. The commission doesn't meet often and no legislation is passed.

Albuquerque Metropolitan Arroyo Flood Control Authority <<http://www.amafca.org/board/meetings.html>>.

Environmental Planning Commission (EPC) <<http://www.cabq.gov/planning/epc/epcagenda/html>>.

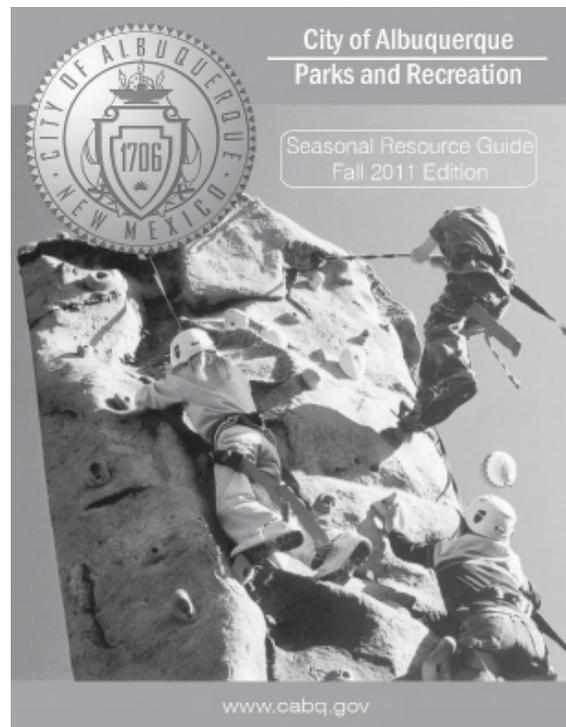
County Planning Commission <<http://www.bernco.gov/live/calendar.asp?category=2470>>.

Albuquerque Public Schools <<http://www.aps.edu/events/events/month>>.

Mid-Region Council of Governments (MR-COG) <<http://www.mrcog-nm.gov/>> and look at **CALENDAR** on the left side. As a collective governmental body, any "decisions" have to be implemented by City, County or another government entity.

## Parks and Recreation

Submitted By J. Paul Hyso



2011 Parks and Recreation Seasonal Resource Guide - Your one-stop shop for fall activities! Check us out online at <<http://www.cabq.gov/recreation/>>.

**Neighborhood News November/December 2011**

17 - 30	1 - 8	9 - 31	
<b>Thursday, November 17</b> •AAB – 9 a.m. •District 8 Coalition – 7 p.m.	<b>NO MEETINGS:</b> •DRB – no meeting on December 28 only •ZHE •District 4 Coalition •Westside Coalition •District 6 Coalition •District 7 Coalition •District 8 Coalition •East Gateway Coalition	<b>Monday, December 12</b> •GABAC – 4:30 p.m.	  and 
<b>Monday, November 21</b> •City Council – 5 p.m.		<b>Wednesday, December 14</b> •DRB – 9 a.m. •SEPC – 9 a.m. •EPC Pre-Hearing – 1:30 p.m. •LUCC – 3 p.m.	
<b>Tuesday, November 22</b> •BOA – 9 a.m.	<b>Thursday, December 15</b> •AAB – 9 a.m.	<b>Monday, December 19</b> •City Council – 5 p.m.	
<b>Thursday, November 24</b> City Offices Closed - Thanksgiving Day 	<b>Thursday, December 1</b> •EPC Study Session – 3 p.m.	<b>Tuesday, December 20</b> •GARTC – 4:30 p.m.	
	<b>Monday, December 5</b> •City Council – 5 p.m.	<b>Wednesday, December 21</b> •DRB – 9 a.m.	
	<b>Tuesday, December 6</b> •SWAN – 6 p.m.	<b>Monday, December 26</b> City Offices Closed - Christmas Day	
	<b>Wednesday, December 7</b> •DRB – 9 a.m.	<b>Tuesday, December 27</b> •BOA – 9 a.m.	
<b>Friday, November 25</b> City Offices Closed - Day after Thanksgiving	<b>Thursday, December 8</b> •EPC Public Hearing – 8:30 a.m. •POC – 4 p.m. •South Valley Coalition – 6:30 p.m.	<b>Thursday, December 29</b> •Northwest Alliance of Neighbors – 6:30 p.m.	
<b>Wednesday, November 30</b> •DRB – 9 a.m.			

**2011 CALENDAR/LEGEND**

**AAB** - Airport Advisory Board, Aviation Department Executive Conference Room  
**ACCC** - Albuquerque Citizens Corp. Council, 1615 University Boulevard NE (Association of General Contractors Building Branch), 505-610-9563 (formally known as the LEPC)  
**ADC** - Albuquerque Development Commission - Hearing Room (Basement Level), Plaza del Sol, 600 Second Street NW  
**BOA** - Board of Appeals, Plaza del Sol Hearing Room, Basement Level, 600 Second Street NW  
**City Council** - Vincent E. Griego Council Chambers, Basement Level, City Hall  
**District 4 Coalition** - North Domingo Baca Multigenerational Center, Community Room, 7521 Carmel Avenue NE  
**District 6 Coalition** - EXPO NM, African American Performing Arts Center on San Pedro NE & Copper NE  
**District 7 Coalition** - Grant Middle School, Library, 1111 Easterday NE  
**District 8 Coalition** - James Joseph Dwyer Police Memorial Substation, 12700 Montgomery Boulevard NE  
**DRB** - Development Review Board, Plaza del Sol Hearing Room (Basement Level), 600 Second Street NW  
**East Gateway Coalition** - Manzano Mesa Multigenerational Center, 501 Elizabeth Street SE  
**EPC** - Environmental Planning Commission, Plaza del Sol Hearing Room, (Basement Level), 600 Second Street NW  
**EPC Pre-Hearing** - Plaza del Sol, 600 Second Street NW, Third Floor, Conference Room  
**EPC Study Session** - Planning Department, Plaza del Sol, Hearing Room, (Basement Level), 600 Second Street NW  
**GABAC** - Greater Albuquerque Bicycling Advisory Committee, City Hall, Room 302  
**GARTC** - Greater Albuquerque Recreational Trails Committee - Locations vary, call 505-768-5308 for information  
**LUCC** - Landmarks and Urban Conservation Commission, Plaza del Sol, Hearing Room (Basement Level), 600 Second Street NW  
**POC** - Police Oversight Commission, City/County Building, Lower Level, 1 Civic Plaza, Fifth and Marquette  
**SEPC** - Special Events Permitting Committee - 6th floor, Cultural Services Department Conference Room, City Hall, Fifth and Marquette  
**SWAN** - South West Alliance of Neighbors, Alamosa Multi-Purpose Center, 6900 Gonzales Road SW  
**SVCNA** - South Valley Coalition of Neighborhood Associations, Sheriff's Department South Area Command, 2039 Isleta Boulevard SW  
**Westside Coalition** - Don Newton/Taylor Ranch Community Center, 4900 Kachina Drive NW  
**ZHE** - Zoning Hearing Examiner Offices - 200 Third Street NW, Suite 735, 505-924-3918; ZHE Hearings are held in the Plaza del Sol Hearing Room, (Basement Level), 600 Second Street NW

### EPC Hearing Notice

**Neighborhood Alert** – Be aware that public comments at EPC Meetings have a time limitation due to the length of the EPC Hearings. The **48-Hour Rule of the EPC**: All written materials and other documents shall be submitted to the Planning Department no later than **9 a.m.** on the **2<sup>nd</sup> Tuesday** of the Public Hearing Week. For an Appeal Hearing – no communication with EPC is allowed within five days of the Public Hearing.

In order to make maximum use of the following information – please note:

- Scan the entire list to see if your neighborhood association has a case this month.
- The name and phone number of the developer/agent is listed so that you can easily contact them should you have any questions.
- The assigned staff planner is identified with each agenda item should you need additional information (*i.e., check on the actual placement of your case on the agenda*). All staff may be reached at **505-924-3860**.
- On the day of the EPC Public Hearing, call the Planning Department at **505-924-3860** and the receptionist will give you the status of the EPC Public Hearing.
- Staff Reports are available at the Planning Department beginning at **3 p.m.** on the **1<sup>st</sup> Thursday** prior to the EPC Public Hearing.

**On the 1<sup>st</sup> Thursday of each month**, the EPC has a **Study Session** to review the applications scheduled for the all-day Public Hearing which occurs on the **2<sup>nd</sup> Thursday of each month**.

As with the Public Hearing, **the public is invited** to attend the Study Sessions, however, **Study Sessions do not provide an open forum. Discussion is limited to staff and the EPC.** Study Sessions regularly begin at **3 p.m.** in the Planning Department Hearing Room, Plaza Del Sol Building. Please call the Planning Department at **505-924-3860** to confirm the Study Session schedule will happen at the times listed, as time adjustments are made occasionally.

The **EPC Public Hearing** will be held on **December 8, 2011 at 8:30 a.m.** in the **Planning Department Hearing Room**, (basement level), **600 Second Street NW** for the following cases:

#### *Northeast*

**No neighborhood and/or homeowner associations, District 7 Coalition of NA's (neighborhood/homeowner association/coalition); 11EPC-40070 and 40071, Project #1002650 (case #'s);** Approximately 5.57 acres located on the west side of San Mateo Boulevard NE between Prospect Avenue NE and Cutler Avenue NE (**location of request**); H-17 (**zone atlas page #**); Dekker/Perich/Sabatini at **505-761-9700**, Chris Gunning, e-mail: <chrisg@dpsdesign.org> (**applicant or agency and phone #**); Requests a Site Development Plan for Building Permit and a Site Development Plan for Subdivision for the Plaza at San Mateo to include a proposed "Bed Bath & Beyond" and a "buy buy BABY" retail stores (**action requested**); Randall Falkner at **505-924-3933**, e-mail: <rfalkner@cabq.gov>. (**City staff planner**)

**Altura Addition, Summit Park, District 7 Coalition of NA's; 11EPC-40066, Project #1003801;** Approximately 1 acres located on the east side of Carlisle Boulevard NE between Indian School Road NE and Hannett Avenue NE; J-16; DAC Enterprises, Inc. at **505-294-5243**, Doug Crandall, e-mail: <DACINC2001@aol.com>, agent for Douglas H. Peterson, d.b.a. – Peterson Properties; Requests Amending the Site Development Plan for Building Permit for any proposed/future restaurant or food service tenant at this site; Chris Hyer at **505-924-3927**, e-mail: <chyer@cabq.gov>.

**No neighborhood and/or homeowner associations, District 7 Coalition of NA's; 11EPC-40077, Project #1009037;** Approximately .19 acres located on the south side of Menaul Boulevard NE between Moon Street NE and Eubank Boulevard NE; H-20; Joshua Skarsgard at **505-998-9044**, e-mail: <josh@skarsgardfirm.com>, agent for DC Menaul, LLC; Requests a Zone Map Amendment from O-1 to C-1 for an existing building and no changes to the built environment will be affected as a result of this Zone Map Amendment; Randall Falkner at **505-924-3933**, e-mail: <rfalkner@cabq.gov>.

(continued on page 6)

(EPC - continued from page 5)

*Northwest*

**Downtown, Sawmill Area, Historic Old Town, Sawmill Community Land Trust, North Valley Coalition; 11EPC-40069, Project #1001466;** Approximately 5 acres located on the north side of Mountain Road NW between 18<sup>th</sup> Street NW and 15<sup>th</sup> Street NW; J-13; David Mahlman, Mahlman Studio Architecture at **505-243-0101**, e-mail: <dmahlman@mahlmanstudio.com>, agent for the City of Albuquerque, Department of Municipal Development, Rhonda Methvin; Requests Amending the Site Development Plan for Building Permit for the construction of building additions and shade structures to the Explora Science Center to be accomplished in three phases; Petra Morris at **505-924-3897**, e-mail: <pmorris@cabq.gov>.

**Near North Valley, Sawmill Area, Wells Park, Sawmill Community Land Trust, North Valley Coalition; 11EPC-40078, Project #1003479;** Approximately 1.6 acres located on the south side of Indian School Road NW between 12<sup>th</sup> Street NW and I-40 Frontage Road NW; H-13; Joshua Skarsgard at **505-998-9044**, e-mail: <josh@skarsgardfirm.com>, agent for Use Investments, LLC; Requests a Zone Map Amendment from R-1 to SU-1 for C-1 Uses for a proposed fast food restaurant with a drive-thru window; Carrie Barkhurst at **505-924-3879**, e-mail: <kcbarkhurst@cabq.gov>.

**La Luz Del Sol, La Luz Landowners, Taylor Ranch, Rio Oeste, Andalucia, Northwest Alliance of Neighbors, Westside Coalition of NA's; 11EPC-40067 and 40068, Project #1003859;** Approximately 23.89 acres located on the east side of Coors Boulevard NW between Montano Road NW and Mirandela Street NW; E-12; Tierra West, LLC at **505-858-3100**, Ronald E. Bohannan, P.E., agent for Silver Leaf Ventures; Requests a Site Development Plan for Building Permit and Amending the Site Development Plan for Subdivision for a proposed construction of a 98,901 square foot Wal-Mart Store and the balance of the site will consist of a combination of office and retail uses for a bank, restaurant and office uses on the remaining nine parcels; Catalina Lehner at **505-924-3935**, e-mail: <clehner@cabq.gov> -AND- Carmen Marrone at **505-924-3814**, e-mail: <cmarrone@cabq.gov>.

**La Luz Del Sol, La Luz Landowners, Taylor Ranch, Northwest Alliance of Neighbors, Westside Coalition of NA's; 11EPC-40074, 40075 and 70076, Project #1003859;** Approximately 3.38 acres located on the east side of Coors Boulevard NW between Learning Road NW and Montano Road NW; E-12; Consensus Planning, Inc. at **505-764-9801**, Jacqueline Fishman, AICP, e-mail: <fishman@consensusplanning.com>, agent for U.S. New Mexico Federal Credit Union; Requests a Site

Development Plan for Building Permit, Amending the Site Development Plan for Subdivision and an Zone Map Amendment from SU-1 for C-2, O-1 and PRD to SU-1 for O-1 including Bank and Drive in Facilities for a proposed U.S. New Mexico Federal Credit Union with drive in facilities; Carrie Barkhurst at **505-924-3879**, e-mail: <kcbarkhurst@cabq.gov>.

**No neighborhood and/or homeowner associations, Northwest Alliance of Neighbors, South Valley Coalition of NA's, South West Alliance of Neighbors (SWAN), Westside Coalition of NA's; 11EPC-40072 and 40073, Project #1008830;** Approximately 10 acres located on the east side of 102<sup>nd</sup> Street NW between Avalon Road NW and Volcano Road NW; K-8; DAC Enterprises, Inc., at **505-294-5243**, Doug Crandall, e-mail: <DACINC2001@aol.com>, agent for S.M. Quaraishi; Requests a Zone Map Amendment from SU-1/C-2 Uses and Camp Ground to SU-1 for RV Park, Lodge, Casitas and RV Storage and a Site Development Plan for Building Permit for a proposed RV Park, Lodge, Casitas and RV Storage; Chris Hyer at **505-924-3927**, e-mail: <chyer@cabq.gov>.

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**Happy Thanksgiving!!!!**

**The ONC Staff  
Patrick, Stephani,  
Dalaina and Deborah**

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**The City of Albuquerque does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, Vietnam Era or disabled veteran status, sexual orientation or medical condition in employment or in the provision of services.**

**If you have a disability and will need special assistance to benefit from any of the meetings, hearings or workshops, etc., appearing in this newsletter, contact the office sponsoring the event two weeks prior to the date of the meeting you plan to attend. When ever possible, TTY phone numbers will be listed. TTY users may call any phone number listed in this publication via Relay New Mexico at 1-800-659-8331.**

Planning Department

Submitted By Juanita Garcia

Get Your House In Order

Do you have more than one house, a guesthouse or apartment on your property? If so, do you know that it might be illegal? You need to make sure all the homes on your property are allowed to remain.

The Zoning Code, which regulates all land use within the City of Albuquerque, was first adopted on March 27, 1959. Adoption of the code brought many houses out of compliance with the new regulations. As of March 27, 1959, the Zoning Code allowed for some houses to remain forever while others were required to comply with current regulations after a number of years. For example, in residential zones where only one house is allowed and two or more exist (a duplex on an R-1 zoned property) this residential property will need to comply with new regulations by **March 27, 2012**.

If you think you own a property that fits this description please contact Juanita Garcia to discuss this issue. You may need to submit an application for a "Status Established Building Review Procedure." This procedure will allow you to submit evidence to determine if your property's current use can remain. This process can take 60 to 90 days to complete, please act quickly.

Please call Juanita Garcia, Acting Code Compliance Manager, 505-924-3823 or <juanitagarcia@cabq.gov> to obtain more information.

Don't let your house expire!



NM State Association of Parliamentarians

Submitted By Janice Strand

Parliamentary Pointers

Special Meeting

The 2011 edition of Robert's Rules of Order Newly Revised released on September 23, 2011 made changes in the directives for a Special Meeting. The changes are in bold in the following

paragraph taken from the 11<sup>th</sup> Edition text:

"A special meeting (or called meeting) is a separate session of a society held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. Notice of the time, place, and exact purpose of the meeting, **clearly and specifically describing the subject matter of the motions or items of business to be brought up**, must be sent to all members a reasonable number of days in advance. The reason for special meetings is **to deal with matters** that may arise between regular meetings and that **require action** by the society before the next regular meeting, **or to dedicate an entire session to one or more particular matters.**" (pp. 91-92)

"**Special meetings can properly be called only (a) as authorized in the bylaws; or (b) when authorized by the assembly itself, as part of formal disciplinary procedures.....**

**A section of the bylaws that authorizes the calling of special meetings should prescribe:**

- 1) by whom such a meeting is to be called—which provision is usually in the form of a statement that the president (or in large organizations, the president with the approval of the board) can call a special meeting, and that he shall call a special meeting at the written request of a specific number of members; and
- 2) the number of days' notice required. Unless otherwise provided in the bylaws, the number of days is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including **the day the notice is sent.**

**The president directs the secretary to send the notice** of the special meeting to all members at the society's expense in compliance with the bylaws no later than the required number of days in advance, making sure that it contains all of the necessary information." (pp.92-93)

"**Although the call of a special meeting must state the purpose of the meeting, it need not give the exact content of individual motions that will be considered.**" (p. 93)

Additional changes will be covered in later columns. In the meantime, check out the store on the website of the National Association of Parliamentarians (www.parliamentarians.org) and purchase your copy of the 2011 *Robert's Rules of Order Newly Revised* or the 2011 edition of *Robert's Rules of Order Newly Revised, In Brief*.

Parliamentary Pointers will appear each month. If you have a parliamentary question that could be covered or would like a "Smart Meeting" presentation on a specific topic at your meeting, (for a negotiated fee) contact Jan Strand, PRP, Treasurer of the New Mexico State Association of Parliamentarians at 505-466-1326 or <jan\_str@msn.com>.



**NEIGHBORHOOD NEWS**  
 A Publication of the Office of  
 Neighborhood Coordination

*Neighborhood News* is published monthly by the Office of Neighborhood Coordination (ONC), a division of the Planning Department, City of Albuquerque. Articles and information from neighborhood associations and others are welcome.

***ONC reserves the right to edit and/or reject any submissions.***

***\*\* Submissions Are Due By  
 The 1st of Each Month\*\****

**City of Albuquerque**  
 Richard J. Berry, *Mayor*  
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**(Please send submissions as e-mail attachments to:**  
**dcarmona@cabq.gov and pmontoya@cabq.gov).**

**Questions or Comments - direct them to:**  
 City of Albuquerque Planning Department  
 Office of Neighborhood Coordination, Room 120  
 Plaza del Sol Building, 600 Second Street NW  
 ABQ, NM 87102  
 Phone: **505-924-3914** (reception/newsletter inquiries)  
**1-800-659-8331** (TTY)  
 Fax: **505-924-3913**  
 City of Albuquerque website: [www.cabq.gov](http://www.cabq.gov)

**Please Share With Your Neighbors**

**Route To:**


PRSRT STD  
 U.S. POSTAGE  
 PAID  
 ALBUQUERQUE, NM  
 87101  
 PERMIT NO. 432

Mail to:

**Related ONC Links**

- URL for neighborhood association maps:  
[www.cabq.gov/planning/agis/nbrmaps.html](http://www.cabq.gov/planning/agis/nbrmaps.html)
- URL for "Neighborhood News" ONC newsletter:  
[www.cabq.gov/planning/nbrcoord/newsletter.html](http://www.cabq.gov/planning/nbrcoord/newsletter.html)
- URL for current Department Director List: <http://www.cabq.gov/planning/nbrcoord/pdf/DeptDirList.pdf>.
- Important Phone Numbers List: <http://www.cabq.gov/planning/nbrcoord/pdf/ImpTele.pdf>
- URL for Building Permit/Application information  
[www.cabq.gov/planning/bldgsafety](http://www.cabq.gov/planning/bldgsafety)
- URL for Advance Planning - check on sector plan development in your neighborhood - Fiscal Year 2006 and 2007 Planning Projects  
[www.cabq.gov/planning/advance/](http://www.cabq.gov/planning/advance/)
- URL for printable Annual Report Form - PDF:  
[www.cabq.gov/planning/nbrcoord/pdf/annualreportform.pdf](http://www.cabq.gov/planning/nbrcoord/pdf/annualreportform.pdf)

Upon request, the *Neighborhood News* is available in alternative formats. The *Neighborhood News* can be accessed at the City's Website: [www.cabq.gov/planning/nbrcoord/newsletter.html](http://www.cabq.gov/planning/nbrcoord/newsletter.html). (Available in HTML/PDF files, including archived editions.)