

Updated Monday, March 11, 2019

## Association Bylaws Guidelines

### Why are bylaws so important?

Bylaws are the guiding, binding documents for any neighborhood or homeowners association. Your bylaws determine the manner and procedure in which your association should be run.

The City of Albuquerque cannot enforce your bylaws or give you legal advice. If you have questions about how to run your association, or what to do in certain circumstances, our response will often point you back to your bylaws. For this reason, we recommend careful attention to detail when crafting bylaws for the first time or amending existing bylaws.

### How can we amend our bylaws?

If you plan to amend your bylaws, make sure you follow the notice and voting procedure as outlined in the current copy of your bylaws. If you plan to amend your association's boundaries and want to remain registered with our office, please first discuss the changes with the Office of Neighborhood Coordination so we can make sure you are still in compliance with our requirements.

Once amended, send\* to the Office of Neighborhood Coordination the following:

- A letter outlining the changes to your bylaws
- A copy of the meeting notice announcing the proposed bylaw changes
- A copy of the newly amended bylaws, signed and dated

- Only full and complete bylaws will be accepted. Bylaws submitted shall be one document with all of the amendments incorporated into the document
- A zone map showing the new boundaries, if amending the boundaries of your association.

*\*Please note: cabq.gov email addresses cannot receive .zip files due to security reasons*

### **What is required in order to receive recognition status?**

According to the Neighborhood Association Recognition Ordinance your bylaws must include the following:

(1) The geographic boundaries of the neighborhood association shall be reasonable; boundaries are recommended to include an area of the city not more than one square mile and not less than 15 acres or four blocks...The boundaries of a neighborhood association formed after June 1, 2008 that are identical to the boundaries of a recognized neighborhood association in existence on that date shall be presumed unreasonable.

*This means that in order to be recognized your boundaries can't be too small or too big and they can't overlap with an already recognized association. The Council recently passed [R-17-233](#) which prohibits any overlapping associations for new associations or proposed boundary amendments to existing associations.*

(2) The association shall make full membership open to all persons residing within its boundaries and to all persons and legal entities owning property or having a place of business within its boundaries.

*This means that in order to be a recognized association all people who own property, rent, or have a business within the boundaries of the association must have the ability to attend all meetings, vote on any matter, and the opportunity to run for and hold a board position.*

(3) The association shall hold at least one meeting per year for which it makes a reasonable attempt to give written notice to every household and place of business within the association's boundaries; mail, delivered handbills, or a number of prominent signs are examples of adequate notice. No election shall be held at a meeting of an association unless the meeting is so advertised.

*This means that in order to be recognized your association must hold at least one well-advertised annual meeting. Any meeting in which an election takes place must also be well-advertised.*

*Some suggestions to prove that your meeting was well-advertised include:*

- *taking a picture of any signs or public postings of your meeting*
- *saving receipts from any printing costs*
- *saving copies of your emails or flyers sent out to advertise the meeting*