

# El Paso Neighborhood Coalition (EPNC) Bylaws

## I. ORGANIZATION

### A. Name

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. "EPNC Board" 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

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 accomplish 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. Promoting Neighborhood Associations' civic empowerment.

### C. EPNC: Non-Profit Organization, 501 C-3 Status

EPNC has become a non-profit organization with a 501-C3 Status to facilitate the support of current and future sponsors. EPNC is an independent, autonomous organization governed by the EPNC Board (elected officials from the recognized neighborhood associations) to serve the Coalition in matters of recognition, celebration, and any EPNC events participation empowering future neighborhood association leaders.

### D. Definitions

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*).

## **E. Non-Discrimination**

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

## **F. Disclaimer**

The EPNC does not endorse any political candidate, political party, political cause, or legislation.

# **II. MEETINGS**

## **A. General Meetings**

Coalition meetings are held on the third Monday of each month, unless otherwise specified, at times and locations determined by the EPNC Board. 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. Virtual and Hybrid meetings are acceptable if determined by the Board for the convenience, safety, and welfare of the Coalition, EPNC Board, and Guests.
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**

An annual meeting of the EPNC will be held once per calendar year to elect the members of the EPNC Board whose terms expire during that calendar year. Although an exception applies during any public health contingency or any other City public emergency, the EPNC Board may, if needed, take action and modify the regular procedures to preserve the welfare, health, and safety of the Coalition members.

## **C. EPNC Board Meetings**

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

## **D. Committee Meetings**

Committee meetings may be scheduled in-person, virtual, or hybrid meetings determined by the EPNC Board and appointed Committee members. Committees are open to all members of the Coalition and shall be appointed by the EPNC Board. The Chair may serve ex-officio of all committees. Virtual Election Committee Guidelines are available to implement when in-person EPNC Board Elections are not possible due to any City Public emergency.

## **E. Special Meetings**

The EPNC Board may call a special meeting of the Coalition or EPNC Board that includes but not be limited to special events and Planning Area meetings.

## **F. Virtual Meetings and Hybrid Meetings.**

Virtual meetings are acceptable in place of in-person Board and Coalition meetings if the EPNC Board determines it for the member's health, welfare, safety, and convenience. Hybrid meetings are another option. A Hybrid meeting is a transitory communication platform combining in-person and remote attendees. While the City holds its meetings largely virtually for public health reasons, it is recommended to follow the same virtual meeting protocol for the EPNC meetings until the City returns to its regular in-person meetings.

### **III. GENERAL MEMBERSHIP AND VOTING**

#### **A. Eligibility**

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**

The Recognized Neighborhood Associations from all City areas should be represented at the EPNC Board with an Elected Board Representative from their respective City Planning area: named Central, Eastside, Mission Valley, Northeast, or Northwest. The total number of Recognized Neighborhood Associations (ten or more associations as specified in Chapter 2.102.020E from the Ordinance 017744) comprise the Coalition.

1. The primary contact of the Association, such as the president or selected designee, is eligible to represent the Association.
2. Associations shall not elect 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 of the EPNC.

#### **C. Voting and Quorum**

1. Attendance at an EPNC General meeting is required in order to vote on any matter before the EPNC.
2. The number of present members during the EPNC General meeting shall make the quorum if a vote is necessary 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 interests 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**

1. Associations are responsible for providing their contact information to the EPNC Board and the Department of Community and Human Development of the City of El Paso.
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

The EPNC Board shall consist of five (5) Planning Area Representatives and a Chair.

### A. Eligibility

In order to be eligible for election as an EPNC Board member, the candidate must be a member in good standing of a Recognized Neighborhood Association.

### B. Terms of Office

1. The five (5) representatives will be elected by the Associations from each Planning Area at the EPNC Annual meeting to serve two-year staggered terms. (Exception applies during a public health contingency or any other City Public emergency). See IV; C; General Power and Duties.
  - a. Even-numbered years elections: Chair, Northeast, and Northwest
  - b. Odd-numbered years elections: Central, East, and Mission Valley
2. The Coalition shall elect a Chair to serve a maximum of two (2) two-year terms on the EPNC Board. (Exception applies during a public health contingency or any other City Public emergency). See IV; C; General Power and Duties.
  - a. The EPNC Board will elect a Vice-Chair, Secretary, and Treasurer.
  - b. Each of the five (5) Planning Area Representatives will appoint an "Alternate Representative": to attend meetings or events in his absence. The Alternate's contact information should be provided to the EPNC Board and the Community and Human Development Department of the City of El Paso
  - c. The Alternate Representative's duties are to attend meetings when the Elected Planning Area Representative cannot attend. The Alternate will report any issues, items, and changes discussed during the attended meeting to his Planning Area Representative. No Alternate should take responsibility for assignments or appointments on behalf of his Planning Area Representative.
3. No EPNC Board member may serve for more than four (4) consecutive years. (Exception applies during a public health contingency or any other City Public emergency). See IV; C; General Power and Duties.

### C. General Power and Duties

The EPNC Board 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.

The EPNC Board may, if necessary, take action to modify any EPNC administrative procedures, initiatives, and business to preserve the welfare, health, and safety of the Coalition members during a public health contingency or any other City public emergency.

1. The EPNC Board shall create committees and name chairs to those committees subject to the approval of the Coalition.
2. The Chair shall preside at EPNC Board meetings and Coalition meetings. The Chair shall not vote at any EPNC Board 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 EPNC Board shall appoint a Vice-Chair, who shall serve in the stead of the Chair or in the absence of the Chair.
4. The EPNC Board shall appoint a Secretary, who shall record and present the minutes of each EPNC Board meeting and Coalition meeting. The Secretary should be appointed to oversee the EPNC website: [www.epneighborhoods.org](http://www.epneighborhoods.org). As per Ordinance 017744, the city can provide technical assistance if necessary.

5. The EPNC Board shall appoint a Treasurer who shall manage and report on the EPNC funds, revenue, and expenditures to the EPNC Board. The Treasurer is responsible for EPNC Financial oversight, funding, fundraising, budgeting, and account bookkeeping. In addition, responsibilities are preparing a monthly financial report for the EPNC Board, managing the account at the Bank determined by the Board, doing the bookkeeping and record-keeping of all expenses, and keeping a record of expenses receipts. The Treasurer and Chair are solely responsible for managing the Coalition's financial account. The EPNC Board determines all financial decisions.
6. The EPNC Board may select a spokesperson for each policy decision of the Coalition. If the EPNC Board does not establish a spokesperson, the Chair shall automatically be the spokesperson.
7. The EPNC Board members for each Planning Area are responsible for maintaining communication with the Association representative(s) in their Planning Area. They should encourage the Association representative (s) to attend Coalition meetings and events. If an EPNC Board member, including the Chair, is asked about information outside of their Planning Area, that Board member will refer the asking person to the respective EPNC Planning area Representative and notify the respective EPNC Planning Area Representative.
8. The EPNC Board shall assist in organizing the EPNC's Annual Meeting and may appoint a committee to carry out that responsibility.
9. The EPNC Board may call a special meeting of the Coalition.

#### **D. Removal and Vacancies**

1. An EPNC Planning Area 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 scheduled Special Area meeting, or
  - b. Any representative/alternate who shall have been absent from three (3) consecutive regular meetings of the EPNC Board and/or the Coalition or who is absent from five (5) non-consecutive regular meetings of EPNC Board and/or Coalition may be removed from the EPNC Board subject to a majority vote of the EPNC Board members present at a regular EPNC Board 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 EPNC Board prior to the expiration of a complete term shall be temporarily filled by an appointment of the EPNC Board.
  - a. Representatives serving in temporary appointments will serve the remainder of the term of the vacated position.
  - b. In the event of the 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 EPNC Board. The EPNC Board will immediately notify the City of the resignation. Any EPNC Board member who resigns their position before their current term expires, shall not be eligible to serve on the EPNC Board for two (2) years after their unfinished term expires.

### **V. PARLIAMENTARY AUTHORITY**

#### **Governing Rules**

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

## VI. AMENDMENTS

### A. Bylaws

The EPNC shall be governed by the Bylaws as set forth here. The process to amend the Bylaws is as follows

1. The EPNC Board periodically reviews the existing Bylaws at a Special meeting, proposes changes, and creates a new draft.
  2. At the next EPNC General Meeting, The EPNC Chairperson should announce that the EPNC Bylaws draft copy will be shared via email for the Recognized Neighborhood Associations' review. All Recognized Neighborhood Associations shall be allowed eight working days from the date the email is transmitted. If there are any comments, they should be provided to the EPNC Chairperson.
  3. After receiving the Neighborhood Associations' draft copy comments ( if any), the comments will be reported to and discussed by the EPNC Board. The final draft will be shared with the Department of Community and Human Development of the City of El Paso for their scrutiny on ensuring the new changes to the EPNC Bylaws meet City Ordinance requirements for the Coalition's Bylaws.
  4. An announcement should be sent via email to all Recognized Neighborhood Associations about the discussion and voting of Bylaws that will take place in the next EPNC General Meeting. In the EPNC General Meeting, all comments shall be discussed, and the final draft shall be voted upon by all Recognized Neighborhood Associations in attendance who shall make a quorum for the vote to be taken.
  5. The Bylaws proposed amendments, discussion, and voting process shall be duly noted in the minutes for that meeting.
  6. The new EPNC Bylaws with approved amendments by the Coalition are effective immediately and supersede any previously written Bylaws.
  7. Final Bylaws copy shall be shared with all Recognized Neighborhood Associations for their reference.
- B.** Final Bylaws shall be kept with the City, and the amendments shall be provided to the City within 30 days of adoption and shall be posted on the City and EPNC website.

Revisions to the EPNC Bylaws are approved by the Coalition on this date

May 16, 2022  
May 16<sup>th</sup>, 2022

Certified by: \_\_\_\_\_

*Fabiola Lopez*  
EPNC Chair

Certified by: \_\_\_\_\_

*Susan Stutz*  
EPNC Vice-Chair or Secretary

Originally Adopted: 2006  
Amended: May 19, 2014  
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