

## BY-LAWS

### NEW MEXICO CITY MANAGEMENT ASSOCIATION

#### ARTICLE I

**NAME:** The name of this organization shall be the New Mexico City Management Association.

#### ARTICLE II

**OBJECT:** The purpose of this association shall be to aid in the improvement of municipal administration, increase the proficiency of, and promote the city manager profession in New Mexico.

#### ARTICLE III

**OFFICERS:** The officers of this association shall be a president, a first vice-president, a second vice-president, and two at-large board members. Officers shall be full members; except that one of the at-large members may be an associate member. The term of office shall be two years, or until successors are elected and have qualified.

If an officer retires from active service, no longer resides within the state, or has been expelled from this association, the resulting vacancy shall be filled by a majority vote of the Executive Committee within thirty (30) days after such vacancy occurs.

#### ARTICLE IV

**EXECUTIVE COMMITTEE:** The officers of the Association and the immediate past president in active service as a manager or assistant manager/deputy manager in New Mexico shall constitute the Executive Committee.

#### ARTICLE V

**STANDING COMMITTEES:** The president shall appoint, with the approval of the Executive Committee, such standing committees as the majority of said Executive Committee may deem advisable.

#### ARTICLE VI

**SECTION 1:** At the annual NMML meeting, the voting members of the Association shall by majority vote elect officers as herein provided. Voting by proxy shall not be allowed in the absence of a member.

**SECTION 2:** The Executive Committee shall establish a three (3) member nominating committee consisting of the immediate past president, one additional board member and one other member of the Association. Nominations may also be made from the floor at the time of election. Any candidate receiving a majority of all votes cast for any office shall be declared elected.

**SECTION 3:** Any officer not attending two successive general or executive board meetings shall automatically forfeit the office held unless such absence is excused upon request of the officer by a majority of the Executive Committee. In the event of such forfeiture of office, the vacancy shall be filled as outlined in Article III.

**SECTION 4:** The officers elected as provided for in this article shall take office at the conclusion of the annual business meeting of the New Mexico Municipal League or, if filling an in-term vacancy, upon notification by the Executive Committee of such appointment.

## **ARTICLE VII**

**SECTION 1: MEMBERSHIP:** The members of this Association shall consist of full members, associate members and honorary members. Voting members shall consist of full members and associate members.

**SECTION 2: FULL MEMBERS:** Any person who is the non-elected administrative head of a New Mexico municipality appointed by its legislative body shall be eligible for full membership in the Association.

**SECTION 3: ASSOCIATE MEMBERS:** Deputy or Assistant City Managers, Administrative Assistants to Managers or Administrative Interns shall be eligible for associate membership in the Association. Such associate membership shall be effective upon receipt of application accompanied by endorsement in writing by the respective manager of such municipality or county. Deputy and Assistant City Managers are eligible to be elected as officers of the Board.

**SECTION 4: HONORARY MEMBERS:** Honorary members are chosen because of distinguished service to the council-manager form of government. Honorary members must be sponsored by a minimum of three active members and shall be elected only upon a unanimous recommendation of the Executive Committee and a majority vote of the members present at an annual meeting. The honorary member shall be notified in writing of election.

**SECTION 5: AFFILIATE MEMBERS:** County Managers, human resources professionals, professors, educators and students in public administration shall be eligible for affiliate membership in the Association. Such affiliate membership shall be effective upon receipt of application and payment of dues.

**SECTION 6: ELIGIBILITY:** Eligibility in any grade of membership shall be as determined by these bylaws and the Executive Committee.

## **ARTICLE VIII**

The Municipal League shall transact the necessary financial business of the association and keep a complete record of all transactions which shall be submitted for review at the request of the President.

## **ARTICLE IX**

**SECTION 1: EXPULSION OF MEMBERS:** Upon the written request of four or more members, setting forth reasons, the Executive Committee shall request a response from the affected member as to why expulsion should not occur. The Executive Committee shall make every reasonable attempt to hear, either in writing or verbally, the affected member's response in an impartial manner. Should the Executive Committee not find the response adequate for retaining membership, it shall suspend that member of the Association, provided that such suspension shall be for a period of not more than one year. The Executive Committee shall make its final determination on the expulsion or retention of any membership in the most expeditious time period possible. The affected members shall be notified in writing of the Executive Committee's decision, and, in the event of expulsion, a copy of this notification shall be forwarded to ICMA. A member who has been expelled may only be restored to membership by a three-fourths majority vote of the members present at annual meeting.

**SECTION 2: RESIGNATION:** Any member may resign their membership by written notice to the President.

## **ARTICLE X**

**SECTION 1: DUES:** The annual, nonrefundable dues shall be established at each annual meeting for the subsequent year. Honorary members shall be exempt from dues.

**SECTION 2: ARREARS:** Any full or associate member whose dues are six months or more in arrears shall be notified in writing of their suspension from the Association. Membership will be restored upon payment of the full amount due.

**SECTION 3: MEETINGS:** Meetings shall be held at least annually. The Executive Committee shall determine the time and place of the annual meetings. Notice of the time and place of all meetings shall be sent by the President or their designee to all members not less than ten (10) days in advance of the meeting date. Scheduled meetings other than the annual meeting shall follow this same manner of notification to members.

Meetings may be held either in person by conference telephone call or other means of audio/video communication.

The President or their designee shall record the outcomes of any votes or other official actions by association membership.

## **ARTICLE XI**

**AMENDMENTS:** These bylaws may be amended or repealed by a two-thirds vote of the voting members of the Association present at an annual meeting, provided one-third of the voting members are present at the meeting.

**AS AMENDED:**

- August 30, 2023**
- August 29, 2019**
- December 6, 2018**
- June 10, 1995**
- February 3, 1994**
- August 30, 1989**
- September 4, 1985**