CONSTITUTION AND 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, a secretary-treasurer and two at-large board members. One of the at-large members may be an associate member. The office of secretary-treasurer shall be filled by appointment of the Executive Committee, and may be the Executive Director of the New Mexico Municipal League. The term of office shall be one year, 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 in the most expeditious manner but in any event 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 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.

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: Attendance and qualification. 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: 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.

SECTION 4: HONORARY MEMBERS: A member 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 MEMEBERS: 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 this constitution and the Executive Committee.

ARTICLE VIII

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 his membership by written notice to the secretary-treasurer.

ARTICLE IX

SECTION 1: DUES: The annual 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 by the secretary-treasurer in writing of his suspension from the Association. Membership will be restored upon payment of full amount due.

ARTICLE X

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 secretary-treasurer 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.

ARTICLE XI

AMENDMENTS: This constitution 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. In addition, three full members of this Association may, by petition to the secretary-treasurer, initiate a change which shall only become effective upon the ratification by a two-thirds majority of voting members voting by a letter ballot, such letter ballot to be canvassed by two members of the Executive Committee on the sixtieth day after the notice is mailed by the secretary-treasurer.

BY-LAWS

ARTICLE I

The duties of the officers of this association are indicated by the title of office. The president shall appoint such committees as are authorized by the Executive Committee. The president shall invite each eligible individual to become a full member in the association. The Executive Committee shall act in the capacity of directors and shall supervise and control the affairs of the association when the association meetings are not in session.

ARTICLE II

The secretary-treasurer shall transact the necessary financial business of the association, and keep a complete record of all transactions which shall be submitted for auditing at the annual meeting of the association. He shall give bond in such form and amount as shall be determined by the Executive Committee. The bond shall be paid for by the association. He shall keep a record of the minutes of all meetings, give proper notice of meetings to the membership and perform such other duties as may be delegated to him by the Executive Committee.

ARTICLE III

At annual meetings of the association, the order of business shall be as follows, but may be suspended by a majority vote of members present: (1) Roll Call; (2) Reading of the Minutes; (3) Communications; (4) Report of the Secretary-Treasurer; (5) Report of the Executive Committee; (6) Report of Committees; (7) Appointment of Committees; (8) Election of Officers; (9) Unfinished Business; (10) Adjournment.

ARTICLE IV

Voting by proxy shall not be allowed in the absence of a member.

ARTICLE V

The membership status of any person who is a full member of this association and who resigns or is removed from his position as the non-elected administrative head of a municipality shall be reviewed at the next annual meeting. At that time, the Executive Committee shall make a determination of the membership status of that person. The affected individual shall be notified in writing of decision of the Executive Committee.

ARTICLE VI

These by-laws may be amended as outlined in Article XI, Constitution Amendments.

AS AMENDED September 4, 1985;
August 30, 1989;
February 3, 1994;
and June 10, 1995