



**COMMISSIONERS COURT ORDER:
COUNTY NEIGHBORHOOD ASSOCIATIONS**

Adopted September 21, 2020
Effective October 1, 2020



Administered By

Planning & Development Department
800 East Overland Suite 200
El Paso, Texas 79901
Neighborhoods@EPCounty.com | 915-546-2015

- *A Division of El Paso County Public Works* -



TABLE OF CONTENTS

Starting an Association	4
Registration Form	5
Email Consent Release Form	6
Court Order: Establishing Associations	7
Sample Association Materials	8
<i>Bylaws</i>	9
<i>Membership List</i>	11
<i>Meeting Agenda</i>	12
<i>Meeting Minutes</i>	13
<i>Association Action Plan</i>	14



STARTING A NEIGHBORHOOD ASSOCIATION

WHY FORM AN ASSOCIATION?

- Direct contact with Planning & Development staff as liaison to County Departments
- Availability to County officials and Departments at association meetings
- Capacity building opportunities (Summit, Neighborhood Coalition, etc.)
- Increased pride and awareness of what is happening in your neighborhood
- Direct notice and invitations to County activities

WHAT DOES THE COUNTY PROVIDE TO ASSOCIATIONS?

- Notice of planning applications (new developments, variance requests, etc.)
- Notice of upcoming County Commissioner's Court hearings with applicable items
- Respond within five (5) working days to requests for County-related information
- Maintains an updated Neighborhood Association Directory

WHAT DOES THE COUNTY REQUIRE FROM ASSOCIATIONS?

- Host at least one meeting per year
- Notify County Representative of annual general membership meeting
- Comply with the Neighborhood Association Court Order
- Maintain updated contact information of two (2) members
- Provide notice to members of planning and land use issues
- Establish an orderly process for making decisions (bylaws)
- Establish a defined method for reporting to the County, actions that reflect the association's position

HOW DOES MY COMMUNITY REGISTER OUR ASSOCIATION?

1. Form a core group of at least 15 members (from separate households/businesses)
2. Elect officers or a board of directors
3. Agree on, and approve by vote, bylaws for the association
4. Assign two (2) points-of-contact
5. Complete the Neighborhood Association Registration Form
6. Submit Completed Packet Including:
 - a. Registration Form
 - b. General Membership List (at least 15 members)
 - c. Signed Copy of Bylaws
 - d. Map of the Association's Geographic Boundaries (Staff will provide assistance)

TO SUBMIT A REGISTRATION PACKET OR FOR ANY ADDITIONAL INFORMATION:

PLANNING & DEVELOPMENT DEPARTMENT
ATTN: REDEVELOPMENT DIVISION
800 EAST OVERLAND AVENUE | SUITE 200
EL PASO, TEXAS 79901
NEIGHBORHOODS@EPCOUNTY.COM



NEIGHBORHOOD ASSOCIATION REGISTRATION FORM

Please Return Completed Form To:

Planning & Development Department
ATTN: Redevelopment Division
El Paso County
800 East Overland Suite 200
El Paso, Texas 79901

-or-

Neighborhoods@EPCounty.com

Submission Checklist:

- Copy of Approved Bylaws (Must meet all requirements of Neighborhood Association Recognition Order)
- Copy of Membership List of 15 or More Members (Including Required Contact Information)
- Copy of Signed E-mail Release Consent Form (Optional Release)

1. Proposed Name of the Association:

2. Designated Association Contacts (2) to Receive County Notices:

Primary Contact

Name:

Position:

Mailing Address:

Zip Code:

Phone:

Email:

Secondary Contact

Name:

Position:

Mailing Address:

Zip Code

Phone:

Email:

3. Elected Officers of Association:

President:

Vice President:

Secretary:

Treasurer:

4. Meeting Frequency & Location:

Monthly

Quarterly

Annual

Other:

Location & Day of Month:

5. Attach neighborhood and community priorities the Association would like to concentrate on. Include a general statement of purpose describing why the Association is seeking recognition.

I affirm that the association for which this application is being submitted meets the criteria for recognition.

Signature of Association President

Date



EMAIL RELEASE FORM

Records held by the County are generally considered public records. However, certain personal information such as personal email addresses (private email addresses that are not work or institutional email or website addresses) provided to the County may be confidential under State Law.

Notice relating to the County’s Use of Personal Email Addresses

The County intends to use email addresses provided to it on behalf of a registered Association for the primary purpose of communicating either directly or within group communications with the agents of the registered Association. Email address information provided to the County may be published to the public in any directories and Annual Neighborhood Reports compiled by the County from information provided to it. From time to time, the County receives requests for the release of information under the Texas Public Information Act and may release information in response to those requests.

Consent to Release of Personal Information Such as Email Addresses

I understand that records held by the County are generally considered public records and that certain personal information provided to the County may be confidential under State Law. Therefore, I have exercised and will continue to exercise in all my interactions with the County due care in providing to the County only information which I am comfortable being made public. I expressly give my consent to the County to release any email address information I provide to or use in my communications with the County to the public for all purposes including, but not limited to, the purposes mentioned above.

Date

Printed Name of Primary Contact

Signature of Primary

Date

Printed Name of Secondary Contact

Signature of Secondary



COMMISSIONERS COURT ORDER NEIGHBORHOOD ASSOCIATION PROGRAM

WHEREAS, El Paso County (“County”) is committed to providing the highest level of quality representation and service delivery to the residents of the community; and

WHEREAS, the Commissioners Court (“Court”) adopted the 2020-2024 Strategic Plan to provide a vision for agency growth and responsibilities for the County; and

WHEREAS, the Court identified the establishment of neighborhood associations as a strategic planning item to help facilitate public outreach and engagement throughout the unincorporated areas; and

WHEREAS, staff have evaluated best practices and developed an outreach plan for various communities, both suburban and rural, throughout the County’s unincorporated area;

BE IT THEREFORE ORDERED:

1. The El Paso County Neighborhood Association Program is established to facilitate the development of a community forum rooted in sharing of information, connecting residents with their County government, promoting activities and fostering civic engagement throughout the unincorporated area of El Paso County.
2. Proposed Neighborhood Associations will be required to:
 - a. Register with the County by completing all required documentation
 - b. Include a minimum of 15 individuals representing unique addresses
 - c. Host at least one (1) meeting per year
 - d. Designate a primary/secondary point of contact to receive official County notices
 - e. Adopt an Association Action Plan & Statement of Purpose
 - f. Develop neighborhood and community priorities
 - g. Establish orderly process for decision making/organization (adoption of bylaws)
 - h. Establish defined method for information sharing to County
 - i. Comply with additional administrative requirements as identified by County staff
3. The Planning & Development Department shall facilitate the Neighborhood Association Program for the County and provide the Court with quarterly updates on Association activity.

Signed this 21st day of September 2020

*Hon. Ricardo A. Samaniego
El Paso County Judge*

SAMPLE MATERIALS

The following materials are intended to serve only as a sample for each proposed Association. Upon request, the County will provide Word versions of each of the following sheets for consideration by each Association. All forms, templates, adoption of bylaws and actions shall be in accordance with the County Neighborhood Association Program Court Order. Each item should be tailored to fit the purpose of the Association and the needs of the group.

- Continued on Next Page -

**COUNTY NEIGHBORHOOD ASSOCIATION BYLAWS
[INSERT NAME OF NEIGHBORHOOD ASSOCIATION]**

ARTICLE I. STATEMENT OF PURPOSE

[Each neighborhood association must provide a statement of organizational purpose(s). Provide a statement accurately representing the intents and objectives of your organization.]

ARTICLE II. NEIGHBORHOOD BOUNDARY

The Association boundary is estimated as follows:

Northern edge is bounded by (approximate boundary);
Eastern edge is bounded by (approximate boundary);
Southern edge is bounded by (approximate boundary);
Western edge is bounded by (approximate boundary);

ARTICLE III. MEMBERSHIP

The membership of this Association shall consist of residents, property owners or businesses within the neighborhood who have submitted their names on/for a membership list. An association must include, at a minimum, 15 individuals from unique property addresses within the Association's boundaries.

- A. Membership shall be open to all residents, property owners and businesses within the boundaries of the Association, as described herein.
- B. A Voting Member shall be a household or business in attendance at an association meeting and that has established membership in the Association. Each household or business within the neighborhood shall be entitled to one vote.
- C. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the Association.
- D. Dues may be established at the discretion of the Voting Membership and shall not in any way be managed or overseen by El Paso County nor its officers nor presumed to be a requirement to establishment.

ARTICLE IV. OFFICERS

The Voting Members of the Association shall nominate and elect the Officers of the Association. The Officers of this Association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The Officers of the Association shall be President, Vice President, Secretary, and Treasurer. The Officers of the association will comprise the Board of Directors.

- A. The President shall call and preside at all meetings, shall act for and on behalf of the membership of the association, shall appoint any special committees necessary for the operation of association business, and shall act as official spokesperson for the association.
- B. The Vice President shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same.
- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership and collection of dues if so required.
- E. Nominations of Officers shall be made from the floor at the annual meeting or by a slate presented from a nominating committee.
 - a. Election of Officers shall be held at the same meeting as the nominations.
 - b. Upon installation of the Officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as

designated in the bylaws which are in the possession of the outgoing Officers shall be submitted to the newly elected counterpart within 14 days of the installation.

- c. Any vacancy occurring during the term of any Officer shall be filled by appointment by the Board of Directors.
- d. Any officer can be removed from office by a 2/3rds majority vote of the Voting Members after a special meeting has been requested at least fourteen (14) days in advance. Notification of meetings involving the recall of Officers shall be conveyed to the Assistant Planner in the County Planning & Development Department at least seven (7) days prior to the meeting.

ARTICLE V. COMMITTEES

The President shall have the power to appoint committees as necessary to implement the purposes of the association. The President shall be an ex-officio member of all committees.

ARTICLE VI. MEETINGS

An annual meeting shall be held during the month of _____ at a time and place designated by the President. More frequent meetings shall be held at the discretion and direction of the President.

- A. Fifty percent of the Voting Members may call for a Special Meeting as needed.
- B. A quorum shall be established by a minimum of 15 or more members of the Association.
- C. At least a seven (7) day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings. This notice shall also be sent to the County Planning & Development Department – Association liaison.

ARTICLE VII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of Voting Members.
- B. Proposed amendments shall be read at the presiding meeting after being announced at a meeting directly preceding the presiding meeting.

ARTICLE VIII. GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the association may adopt.
- B. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No officer, representative, spokesperson or member shall have any financial liability of the association.
- D. No officer, representative, spokesperson or member shall discriminate in employment and delivery of services in the exercise of the neighborhood association. We will not deny service to, or otherwise discriminate against, any person on the basis of race, color, religion, gender, sexual orientation, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

Signature – President

Signature – Vice President

Date Adopted

**Bylaws Adoption shall be Notarized and the Official Record Submitted to the County within 72 Hours of Adoption*

**NAME OF NEIGHBORHOOD ASSOCIATION
MEMBERSHIP LIST 20XX**

#	Name	Address	Phone	E-Mail (optional)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**NAME OF NEIGHBORHOOD ASSOCIATION
REGULAR MEETING AGENDA**

Date:

Location:

Time:

- 1) Call to Order
 - a. Opening Remarks
 - b. Introduction & Opening Remarks
 - c. Special Guests
- 2) Approval of Past Meeting Minutes
- 3) Approval of Reports (As Needed)
 - a. Officers
 - b. Standing Committees
 - c. Ad-Hoc Committees
- 4) Program (Discussion Only)
 - a. Guest Speaker or Educational Activity
- 5) Business
 - a. Old Business (Possible Action or Refer to Committee)
 - i. Topic A
 - ii. Topic B
 - b. New Business (Discussion for Future Action or Refer to Committee)
 - i. Topic A
 - ii. Topic B
- 6) Announcements
- 7) Adjournment

Next Meeting Date:

Month Day, Year

7) Adjournment

Next meeting (date, time & location)

**NAME OF NEIGHBORHOOD ASSOCIATION
REGULAR MEETING MEETINGS**

Date:

Location:

Time: Meeting was called to Order at 6:04 PM

Quorum Was Established:

Attendees Present: Name Officers & See Attached Sign-In Sheet for Regular Membership

Absent: Name Officers, Excused or Non-Excused

Approval of Minutes:

Motion to Approve Made by Person A; Motion Seconded by Person B

Vote: Unanimous

Reports:

Officers' Reports Given by (Name)

Committee Reports Given by (Name)

List each person delivering a report for each committee

Program:

Guest Speaker (Name) from the (Blank) Department/Agency gave a presentation regarding (blank)

Business:

1. The Association agrees to form at least 3 new Neighborhood Watch groups within the neighborhood association boundary.
2. The Association agrees to invite back Officer (Name) in 3 months to discuss progress of the Neighborhood Watch groups
3. Motion: To use funds to purchase a dozen block captain t-shirts
 - a. Motion by (Name), Seconded by (name)
 - b. Vote: Motion approved (12 in favor, 3 opposed)
4. Motion: Move to special project committee for block captain t-shirt design;
 - a. Motion by (Name), Seconded by (name)
 - b. Vote: Unanimous; (Name) in charge of special project committee

Announcements:

No Announcements

End Time: Meeting Adjourned at 7:54 PM

Next Meeting: Date, Time & Location)

Secretary Name:

Date of Approval:

**NAME OF YOUR NEIGHBORHOOD ASSOCIATION
NEIGHBORHOOD ACTION PLAN (20XX YEAR)**

Neighborhood action plan development guideline:

- ☑ Identify and prioritizes 1 to 3 issues that are of major concern to the neighborhood
- ☑ Identify general goals the residents would like to accomplished
- ☑ Form a committee for each issue to spearhead the drive to resolve the issue
- ☑ Create strategies, objectives, tasks and timelines on how to reach goals
- ☑ Identify available resources that can be utilized to assist the committee

Common neighborhood concerns:

- crime and safety
- neighborhood appearance
- traffic control and speeding
- infrastructure improvements

Create a purpose statement: This statement should state the primary reason in forming the neighborhood association and should be brief and broad.

For example:

To provide a safe, clean neighborhood to be proud to live in and raise our families

Create goals and objectives: Goals should be simple, specific, measurable, realistic and achievable. Objectives are the actions or tasks to achieve the goal within a reasonable timeframe with available resources.

For example:

Goal: Help neighbors get to know each other by holding social events

Objective: Host two potluck picnics at the local neighborhood park

Tasks:

- Hand out door-to door flyers
- Invite a guest speaker
- Seek sponsorship or donations
- Provide kids activities and games

Timeline: *(Select and combine activities with national pride/awareness days)*

- Great American Clean Up (countywide cleanup event held on a Saturday in April)
- National Night Out (community-policing event held the 1st Tuesday in August)

Resources:

- Membership dues
- Volunteer membership
- Local businesses
- County Departments and Community partners

Responsible:

- Assigned to A Committee