



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Work Session Summary

Meeting Date July 25, 2016

TITLE: VIVA DOÑA ANA UPDATE.

PURPOSE(S) OF DISCUSSION:

- Inform/Update
- Direction/Guidance
- Legislative Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

This presentation will provide an overview of the VIVA Doña Ana (VDA) regional planning initiative; a status report on VDA planning projects, and request for continued participation by the City of Las Cruces in the Camino Real Consortium that is responsible for the initiative. A copy of the 2016 Memorandum of Understanding (MOU) and Bylaws for the consortium are included in the packet. The City Council can expect a request for approval of the MOU at one of their August meetings. (Information provided by Doña Ana County Commissioner Billy Garrett.)

SUPPORT INFORMATION:

1. Attachment "A", Viva Doña Ana Planning Initiative.
2. Attachment "B", 2016 Memorandum of Understanding.
3. Attachment "C", Camino Real Consortium Bylaws.

(Continue on additional sheets as required)

Viva Doña Ana Planning Initiative

Status Report for the City of Las Cruces

July 25, 2016



VIVA DOÑA ANA

BUILDING A SUSTAINABLE FUTURE | CONSTRUYENDO UN FUTURO SOSTENIBLE



What We're Going to Cover

- **What is VIVA Doña Ana ?**
- **Status of the Initiative**
- **Future of the Consortium**



VIVA DOÑA ANA

BUILDING A SUSTAINABLE FUTURE | CONSTRUYENDO UN FUTURO SOSTENIBLE

What is VIVA DOÑA ANA?

BUILDING A SUSTAINABLE FUTURE | CONSTRUYENDO UN FUTURO SOSTENIBLE

- REGIONAL PLANNING INITIATIVE
- SUPPORTED BY \$2M HUD GRANT
- MULTI-ENTITY COLLABORATION





KEY ROLES & RESPONSIBILITIES

Doña Ana County: Lead Agency (recipient) for the HUD Grant & member of the Consortium

Camino Real Consortium: Group of Government Agencies & Non-profit Entities That Sponsored the HUD Grant Application

Regional Leadership Committee (RLC): Policy-making body regarding the “VIVA Doña Ana” initiative made up of one representative from each member organization of the consortium

Stakeholder Groups: County residents and organizational representatives who worked with consultants & county planning staff on specific initiative projects



Camino Real Consortium (01/01/16)

- 1) Doña Ana County**
- 2) City of Las Cruces**
- 3) City of Sunland Park**
- 4) Town of Mesilla**
- 5) New Mexico State University**
- 6) South Central Council of Governments**
- 7) Mesilla Valley MPO**
- 8) El Paso MPO**
- 9) South Central Regional Transit District**
- 10) Colonias Development Council**
- 11) Tierra del Sol Housing Corporation**
- 12) La Semilla Food Center**



Doña Ana County's Livability Principles





Community Guided Planning

250+

Engagement Opportunities

Community meetings,
Workshops, Charrettes,
Focus Groups,
Stakeholder Meetings,
Listening Sessions,
Public Forums...



TAKE CONTROL OF THE FUTURE.

FOR YOURSELF.

YOUR FAMILY.

YOUR COMMUNITY.



The Doña Ana **Comprehensive Plan and Unified Development Code** will guide our county's growth and development decision-making for many years to come.

Isn't that something you'd like a say in? **Join us.**

SPECIFICALLY FOR:

- Anthony
- Berino
- Chamberino
- Chaparral
- Del Cerro
- Joy Drive
- La Mesa
- Las Palmeras
- La Union
- Mesquite
- Montana Vista
- San Miguel
- Santa Teresa
- Sunland Park
- Vado



2 Nights: September 22 and September 23
🕒 Dinner: 5-6pm 💬 Discussion: 6-8pm

Women's Intercultural Center
303 Lincoln St. | Anthony, NM 88021
Questions: (575) 525-6119

VDACOMPLAN.ORG





A Vision Statement

- We want to maintain the unique qualities of our region even as we seek to create a better future for all.
- We value the variety and character of our communities, our multi-cultural heritage, and the many pathways that bring people together in this special place.
- We treasure the mountains and the desert that surround us, acknowledging their limitations, and understanding that we may be entering a time of great change in our natural world.



- **We want to live in vibrant communities that are safe, promote health, and offer expanded choices in housing and transportation.**
- **We require government services, utilities, and other infrastructure that meet essential needs as efficiently and effectively as possible.**
- **We support creation of conditions favorable for robust business activity, good-paying jobs, and expanded economic prosperity.**



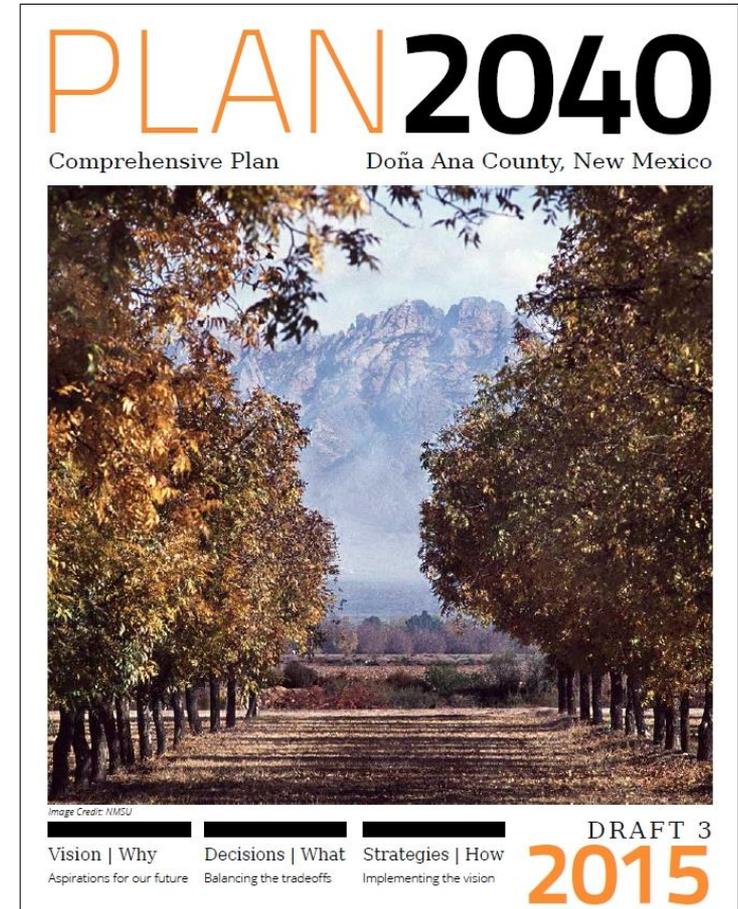
- **We believe that every development decision is an opportunity to create a more desirable future while protecting personal rights, community interests, and the environment.**
- **We will confront the challenges inherent in future development in a responsible, democratic, and inclusive manner.**



Comprehensive Plan

- Provides guidance for growth & development
 - Countywide perspective
 - Applies directly to unincorporated areas
 - Helps coordination with incorporated areas
- Includes Policy Recommendations
 - Future Development Patterns
 - Economic Opportunity
 - Infrastructure Planning & Investment
 - Public Services

Status: Adopted by the County Commission (BOCC): Aug. 2015

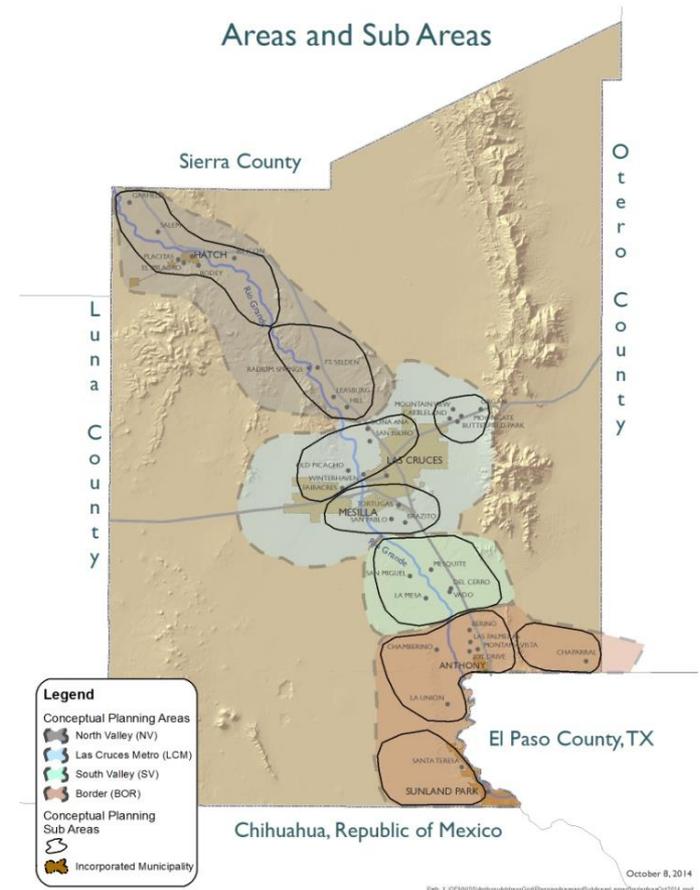




Model Community Master Plan

- **Two Components:**
 - **Model Plan**
Template, Best Practices, Approach
 - **Chaparral Community Plan**
Community/Location Specific
- **Target Application:**
One plan for each the county's 9 sub-areas

Status: Work is ongoing with county staff, consortium members & residents

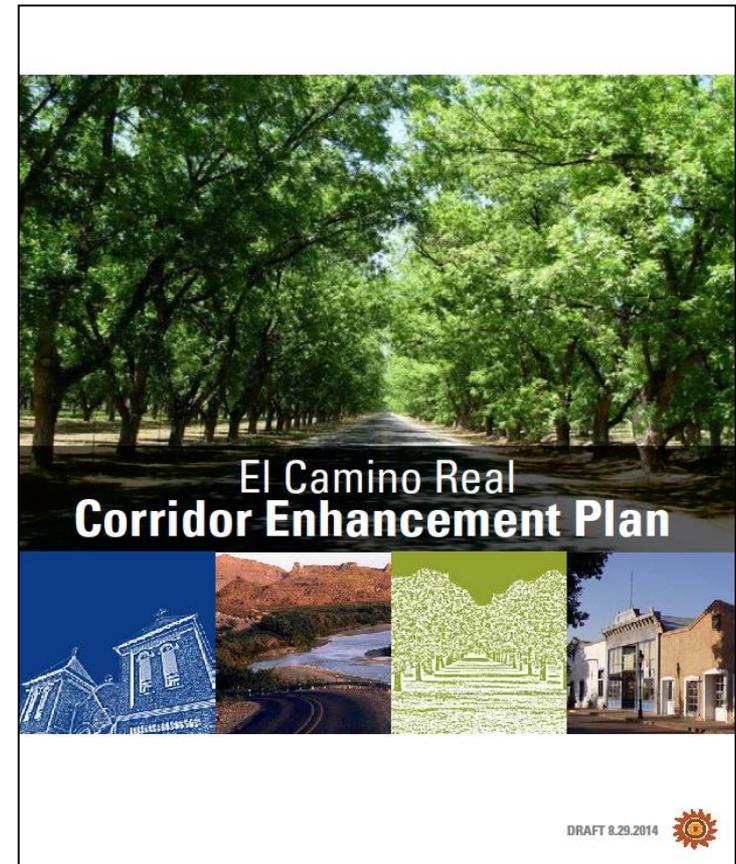




El Camino Real Corridor Enhancement Plan

- **Doña Ana County's "Main Street"**
 - 92-mile Scenic Byway
 - Sunland Park to Hatch by way of Mesilla
 - Potential links to Mesilla Park, Mesquite Historic District, and Downtown Las Cruces
- **Areas of Opportunity & Initial Projects**
 - Wayfinding and Signage
 - Bicycle Infrastructure
 - Culinary- and Agritourism
 - Commercial Revitalization

Status: Adopted by BOCC - July 2015





Border Area Economic Development Strategy

- Deliberate & Proactive Strategies
- Existing & Anticipated Growth
- Areas of Recommendation
 - The role of DAC as regional partner
 - Organizational capacity
 - Potential infrastructure projects
 - Funding strategies

Status: Adopted by BOCC - March 2015



Border Area Economic Development Strategy
Final Report | April 2015



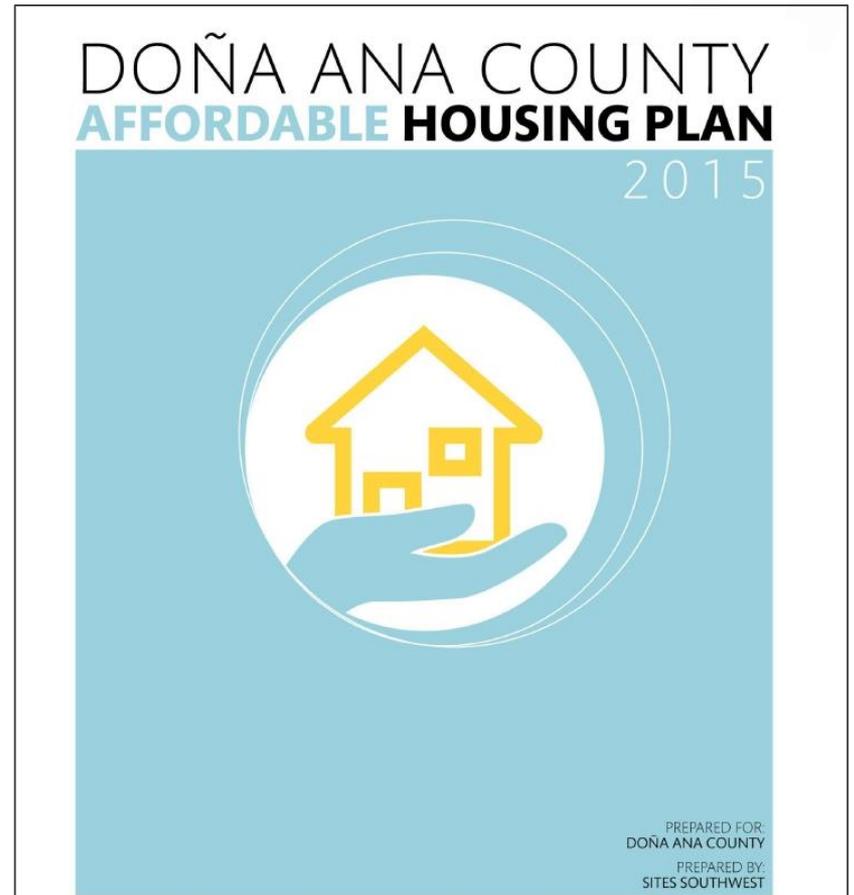


VIVA DOÑA ANA

BUILDING A SUSTAINABLE FUTURE | CONSTRUYENDO UN FUTURO SOSTENIBLE

AFFORDABLE HOUSING PLAN FOR DOÑA ANA COUNTY

- **Status: Plan & Associated Ordinance approved by the BOCC – October 2015**





Unified Development Code (UDC)

- **Single code; integrates:**
 - Zoning
 - Subdivision
 - Design Standards
- **Supports Comp Plan**
- **Potential model for codes throughout Doña Ana County**
- **Status: Under final legal review; then will go to P&Z for recommendation to the Board of County Commissioners**





VIVA DOÑA ANA

BUILDING A SUSTAINABLE FUTURE | CONSTRUYENDO UN FUTURO SOSTENIBLE

For more information go to:

VivaDonaAna.org



VIVA Doña Ana provides ideas & strategies for:

- Improving the quality of life throughout Doña Ana County,
- Expanding economic opportunity,
- Protecting our environment.



Next Steps:

Focus on Implementation

Maintain Public Engagement

Reframe the Consortium





Implementation:

- Finalize & adopt the Unified Development Code
- Find orgs ready to implement planning projects
- Promote “Livability Principles”
- Secure follow-up funding
 - Supplemental studies & detailed plans
 - “Bricks & mortar”



Public Engagement

- “VIVA Doña Ana” is grounded in public education & engagement
- Public engagement is a long term commitment
- Ways to exchange ideas & information:
 - Website
 - Planning academies
 - Workshops
 - Project support teams



A New MOU

- The original (2012) MOUs between the Consortium and member organizations was focused on meeting the terms of the HUD grant.
 - These MOUs expired at the end of the HUD grant
- The new MOU (2016) is focused on collaboration around regional planning, implementation of “VIVA Doña Ana” planning projects, and support for member organizations



Benefits of Consortium Membership:

- **Help shape regional vision, projects & policies**
- **Better understand how our region works**
- **Expand capacity to accomplish your goals**
- **Support for funding, community engagement & other implementation requirements**



**The City of Las Cruces
has played an important role in the
Camino Real Consortium &
VIVA Doña Ana
regional planning initiative.**

We hope you will continue to do so.

MEMORANDUM OF UNDERSTANDING
Between [Insert Name of Agency] and the Camino Real Consortium

1. Purpose

The Camino Real Consortium (Consortium) commits to advancing regional development consistent with the Program Goals and Long-Term Desired Outcomes listed in *Attachment A*.

2. Background/Introduction

Leaders from public and private sectors and community members of Doña Ana County recognize the importance of working together to maintain and improve the region's strengths in economic opportunity, excellent natural resources, and quality of life. Challenges – such as efficient and equitable transportation, improving water quality, providing housing options near jobs and transit, increasing capital investments and jobs, and fostering career opportunities for all – are interrelated and span municipal, state and international borders. They cannot be solved by individual municipalities or organizations acting alone or through single-focus methods. They require public-private collaboration and multi-pronged approaches. As a result of a HUD-funded project, the Viva Doña Ana (VDA) Initiative began. The Consortium-lead VDA Initiative continues on to promote regional collaboration and sustainable communities through a range of planning and implementation activities.

3. Commitment to the Consortium

In pursuit of the VDA Initiative's long-term desired outcomes, Consortium members commit to work together to carry out the activities of the VDA Initiative as described in *Attachment B*.

4. Benefits to Members

Through participation in the VDA Initiative, the Consortium member may realize the following benefits:

- A. Greater opportunity to contribute to a shared understanding, vision, and goals for sustainable communities throughout Doña Ana County and the neighboring region.
- B. Better alignment of organizational goals with broader regional goals.
- C. Increased understanding of sustainable communities' issues and regional approaches to address those issues.
- D. Increased capacity of members and the region to accomplish goals and achieve desired results.
- E. More access to funding and investment opportunities from public and private sources that recognize the value of coordinated approaches to regional challenges.
- F. Enhanced connections with others across sectors and disciplines.

- G. Greater recognition for leadership and involvement in regional sustainable community efforts.

5. Common Responsibilities of Consortium Members

Members work to achieve the following:

- A. Appoint a representative and an alternate to serve on the Regional Leadership Committee (RLC) – the voting body of the Consortium – who are responsible for: 1) informing other key people within the municipality, agency, or organization of the Consortium’s activities and, 2) relaying information to the Consortium about relevant work being contemplated or completed by their entity.
- B. Advance sustainable communities initiatives through their commitment to the program goals and long-term desired outcomes; the activities of the VDA Initiative; and, where feasible, the recommendations established by the RLC.
- C. Participate in the Consortium. Effectiveness of the Consortium depends on full participation. Member representatives or their designees to the RLC will attend and actively participate in RLC meetings or Subcommittee meetings or other Consortium events. The appointed representative and/or alternate will notify the RLC in advance if they are both unable to attend meetings, and will seek to designate someone else to attend the meeting in their place. Representatives should expect to participate in Subcommittees as established by the RLC.
- D. Agree to share appropriate and relevant technology and data with the intent of creating a comprehensive regional set of data that promotes the goals of the VDA Initiative, including but not limited to, traffic and transportation models, GIS data, demographic information, etc.
- E. Explore grants and address each grant’s reporting and administrative requirements.
- F. The Consortium will identify a lead agency to be responsible for entering into grant agreements to carry out projects as described in the grant application and work plan.
- G. The lead agency will issue news releases and contact or respond to contacts with representatives of the media as appropriate.
- H. The Consortium will identify a lead agency to host and maintain a VDA Initiative website as well as an email listserv to provide information related to the VDA Initiative for Consortium members and interested members of the public.
- I. In addition to the common responsibilities listed above, individual members may have specific responsibilities as the VDA Initiative work plan evolves.

6. Consortium and Regional Leadership Committee (RLC) Membership

The Consortium is comprised of member organizations that have entered into the Camino Real Consortium Memorandum of Understanding (MOU). Each member organization has a designated representative and alternate that together comprises the RLC. These members are individual signatory members to this MOU with the Consortium as established in *Attachment C*. It is the intent of the Consortium to be inclusive and broadly representative. Consortium members will seek to encourage new members as needed to ensure broad representation. Any organization seeking Consortium membership shall submit in writing a formal request for membership to the Chair and Vice Chair. Memberships may be added subject to the approval of the current RLC membership in accordance with the Consortium Bylaws. Participation in the Consortium is voluntary. Members may withdraw from the Consortium at any time by submitting a letter to the Chair and Vice Chair stating the reasons for the withdrawal, in accordance with the organization's established procedure. The Consortium reserves the right to expel a Consortium member. If a consortium member has missed three consecutive meetings without the approval of the Chair or Vice Chair, or if the Consortium member has not substantially fulfilled its obligation, the Chair or Vice Chair shall alert the Consortium member in writing and present the issue to the RLC for discussion and action. The Chair or Vice Chair may initiate discussion and action to expel the member in accordance with the bylaws.

7. Meetings

The RLC will meet monthly, unless determined otherwise. The designated lead agency will send meeting notices, agendas, and any meeting materials by email to RLC members at least five days in advance of the meetings. A quorum, in accordance with the bylaws, must be present to hold a meeting requiring formal action.

8. Subcommittees

The RLC will form subcommittees to focus efforts on specific projects or tasks of the VDA Initiative, and make recommendations to the RLC. RLC and subcommittee members will discuss and refine, as necessary, recommendations with the goal of reaching consensus. Subcommittees will be responsible for appointing a project lead, setting a meeting schedule, establishing goals, deliverables and a timeline for completion, and reporting to the RLC.

9. Decision-Making

The goal of the RLC is to make decisions, where possible, by consensus. Members commit to seeking consensus through a mutually respectful give-and-take of thoughts and ideas with the intent of reaching a decision acceptable to all. RLC members also recognize that dissent is a healthy component of constructive dialog; however, final decisions of the RLC will be made in accordance with the bylaws. Decision/action items must be included on the meeting agenda distributed to RLC members in advance. The Consortium acts through its RLC.

10. Term of MOU

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU. This MOU shall remain in effect until formal termination of the MOU. This MOU may be terminated, without cause, by either party upon written notice, which shall be delivered by hand or certified mail.

11. Signatures

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

[INSERT NAME OF AGENCY]

[Insert Name of Authorized Representative]

Signature

[Insert Date]

Date

[Please Print Name and Title]

Name and Title

CAMINO REAL CONSORTIUM

[Insert Name of Authorized Representative]

Signature

[Insert Date]

Date

[Please Print Name and Title]

Name and Title

Attachment A

The Camino Real Consortium's Program Goals and Long-Term Desired Outcomes

Program Goals

The goals of the Camino Real Consortium are to do the following:

1. Foster the development of sustainable communities throughout Doña Ana County that are consistent with the following Doña Ana County **Livability Principles**:
 - A. Support Existing Communities**

Target funding and resources toward existing communities—through strategies like transit-oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
 - B. Preserve Our Heritage**

Recognize and integrate local traditions and culture into planning goals and process as appropriate.
 - C. Provide More Transportation Choice**

Develop safe, reliable, and affordable transportation to broaden the range of choices beyond exclusive reliance on privately owned automobiles. Promote transportation options that decrease household transportation costs, reduce energy consumption, improve air quality, reduce greenhouse gas emissions, and promote public health.
 - D. Promote Affordable Communities**

Develop a range of tools to enhance community affordability to lower energy and transportation costs, promote innovations in housing design and construction, implement zoning that reduces barriers and promotes a full range of residential and commercial alternatives within walking distance, expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to lower the combined cost of housing and transportation and enhance communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.
 - E. Enhance Economic Opportunity**

Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs of residents, as well as expanded business access to markets. Coordinate economic development strategies with regional partners including neighboring counties, states and countries. Plan with an eye to integrating economic development goals with other Livability Principles including those aimed at promoting affordable communities and expanding transportation choice.

F. Coordinate Policies and Investment.

Seek ways to plan collaboratively with agencies, departments and organizations at every level – federal, state, regional, local, private sector, non-profit, etc. – to maximize public investments and funding opportunities and better align policies. Align policies and funding to remove barriers to collaboration and increase the accountability and effectiveness of all levels of government to plan for future growth.

2. Support urban, suburban and rural areas and multijurisdictional partnerships that commit to adopt integrated plans, strategies, and management tools to become more sustainable.
3. Facilitate strong alliances of residents and regional interest groups that are able to maintain a long-term vision for a region over time and simultaneously support progress through incremental sustainable development practices.
4. Build greater transparency and accountability into planning and implementation efforts.
5. Expedite implementation of the Doña Ana County Livability Principles through changes in local zoning and land use laws and regulations that remove barriers to sustainable development for housing, economic development, transportation, infrastructure and environmental quality issues.
6. Work to align local, state, national, and bi-national capital improvement programs with the Livability Principles.
7. Assist the region to move toward sustainability and livability, and, for the regions that have shown a long-term commitment to sustainability and livability, prepare them for implementation to demonstrate results.

Long-Term Desired Outcomes

The outcomes of the ongoing Viva Doña Ana Initiative will be an implementation of regional plans that are configured to produce the following:

1. Creation of shared elements in regional transportation, housing, water, and air quality plans tied to local comprehensive land use and capital investment plans.
2. Aligned planning and investment resources for local and regional strategies in achieving sustainable communities.
3. Increased participation and decision-making in developing and implementing a long-range vision for the region by populations traditionally marginalized in public planning processes.
4. Reduced social and economic disparities for the low-income and marginalized communities within the region.

5. Decreased per capita Vehicle Miles Traveled (VMT) and transportation-related emissions for the region.
6. Decreased overall combined housing and transportation costs per household.
7. Increase in the share of residential and commercial construction on underutilized infill development sites that encourage revitalization, while minimizing displacement in neighborhoods with significant disadvantaged populations.
8. Increased proportion of low and very low-income households within a 30-minute transit commute of major employment centers in urban, suburban, and rural settings.
9. Increased protection of natural resources, rural areas and preserve farmland and agriculture in the region.
10. Increased proportion of affordable housing units that have good access to services including fresh foods, health care, employment and education.
11. Increased options in mobility – walking, biking and transit.

Attachment B

Viva Doña Ana Initiative Activities

Activity A

Develop a broad partnership to advance regional sustainable development. The Camino Real Consortium will work together to identify shared long-term desired outcomes for regional sustainable development, provide guidance for the Viva Doña Ana Initiative and associated projects, provide leadership to advance desired outcomes through engagement and education, and promote implementation of the desired outcomes through their incorporation into local plans, policies and practices, and by using sustainability indicators to measure progress.

Activity B

Assist with the implementation of current and future regionally developed and accepted plans that integrate land use, transportation, housing and economic development. The Initiative will take a comprehensive look at the challenges faced throughout Doña Ana County including within municipalities, colonias, and other unincorporated areas.

Attachment C

Viva Doña Ana Initiative

The following jurisdiction, agency, or organization submitted a Letter of Interest/Commitment to join the Camino Real Consortium and support the Viva Doña Ana Initiative.

The entity listed below agrees to enter into a Memorandum of Understanding with the Camino Real Consortium to carry out the Viva Doña Ana Initiative.

[INSERT NAME OF AGENCY]

Point of Contact:

[Insert Point of Contact]

Name

[Insert Date]

Date

[Insert Phone Number]

Phone Number

[Insert Email]

Email

Designated Representative:

[Insert Designated Representative]

Name

[Insert Date]

Date

[Insert Phone Number]

Phone Number

[Insert Email]

Email

Designated Alternate:

[Insert Designated Alternate]

Name

[Insert Date]

Date

[Insert Phone Number]

Phone Number

[Insert Email]

Email

The Camino Real Consortium Bylaws

A Doña Ana County, New Mexico Organization Committed to the Viva Doña Ana Initiative

Adopted March 23, 2012

Revised May 9, 2014

Revised March 25, 2016

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Attachment 1 **Voting Requirements Matrix**

Article I—Name

The name of this organization shall be the Camino Real Consortium (Consortium). A revision to the formal name of the Consortium is subject to a majority vote of the membership of the Regional Leadership Committee (RLC).

Article II—Purpose & Membership

Section 1: Purpose

The Consortium was established in 2011 to oversee the application and work plan for the Viva Doña Ana Initiative (VDA Initiative). The Consortium serves to advance and integrate regional planning in an effort to support and facilitate the building of sustainable communities throughout Doña Ana County.

Section 2: Establishing Membership

Membership in the Consortium consists of those organizations that have entered into the Camino Real Consortium Memorandum of Understanding (MOU). Any additional organizations who support the purpose of the Consortium as set forth in Article II Section 1 may seek Consortium membership by submitting in writing to the Chair and Vice Chair of the RLC a formal request for membership including a description of the specific activities that it is prepared to provide toward the VDA Initiative.

Additional members may join the Consortium subject to the approval of a majority vote of the membership of the RLC.

Consortium membership is effective upon execution of the MOU between the requesting agency and the Camino Real Consortium.

Article III—Governance of the Consortium

The Consortium shall comply with all applicable Local, State, and Federal laws.

This document establishes the bylaws for the Consortium and is in accord with the membership and responsibilities set forth in the Camino Real Consortium MOU.

Section 1: Regional Leadership Committee (RLC)

The RLC is comprised of the designated voting membership of the Consortium. The voting membership of the RLC shall perform the governance responsibilities of the Consortium.

- A. Membership of the RLC shall consist of one representative and designated alternate from each of the Consortium members in accordance with procedures of their respective organizations. Names of the representatives and alternates shall be formally transmitted in writing to the Chair and Vice Chair of the RLC by each Consortium member.

- B. The representative has voting authority, whereas the designated alternate has voting authority in the absence of the representative.

Section 2: Committees and Subcommittees

The RLC shall create, appoint, and oversee subcommittees, including but not limited to the following: Steering Committee and Project Support Teams (PST). The RLC shall appoint both voting and non-voting members as deemed necessary to fulfill the purposes of Consortium supported projects.

Section 3: Regional Leadership Committee Representative Withdrawal or Termination

Any representative seeking withdrawal from the RLC shall submit in writing notice of such to the Chair and Vice Chair of the RLC. Failure of a representative to properly fulfill the specific activities that he or she commits to provide may result in his or her suspension or termination of the representative seat by a majority vote of the quorum of the RLC. In either case, the respective Consortium member shall appoint a replacement to serve on the RLC.

Section 4: Consortium Member Withdrawal or Termination

Members may withdraw from the Consortium at any time by submitting a letter to the Chair and Vice Chair stating the reasons for the withdrawal, in accordance with the organization's established procedure.

The Consortium reserves the right to expel a Consortium member. If a Consortium member has missed three (3) consecutive meetings without the approval of the Chair or Vice Chair, or if the Consortium member has not substantially fulfilled its obligation, the Chair or Vice Chair shall alert the Consortium member in writing and present the issue to the RLC for discussion and action. The Chair or Vice Chair may initiate discussion and action to terminate the membership by a majority vote of the RLC membership excluding the Consortium member in question.

Article IV—Officers and Duties

The officers of the RLC are a Chair and a Vice Chair.

Section 1: Roles and Responsibilities

The roles and responsibilities of the officers are as follows:

- A. The Chair presides at all meetings, coordinates with staff to prepare the agenda for the meetings, calls special meetings, and sets the time and place of meetings in consultation with the membership. The Chair officially represents the RLC before other groups and agencies and carries out other duties as designated by the Consortium.
- B. The Chair and Vice Chair positions must be occupied by a designated representative of their respective organizations (See Article III Section 1).
- C. The Vice Chair serves in the Chair's absence.

- D. The Chair and Vice Chair shall communicate as needed regarding all relevant administrative matters of the RLC to ensure proper and thorough coordination to carry out their responsibilities.

Section 2: Election of Officers

Officers are elected from among the representatives of the voting members. Officers are elected by a majority vote of the quorum of the RLC.

If either the Chair or Vice Chair cannot fulfill the term for any reason, the RLC shall nominate and approve by a majority vote of the quorum a new officer from the representatives of the RLC to complete the term of the vacated position.

Election of officers shall occur at the first meeting upon adoption of the bylaws and annually thereafter. Subsequent annual elections shall be held in the same month as the original adoption of the bylaws.

Article V—RLC Responsibilities, Authorization, and Meetings

Section 1: Responsibilities and Functions

The RLC is the policy making body of the VDA Initiative. Its responsibilities and functions include, but are not limited to, the following:

- A. Use the Doña Ana County Livability Principles to guide and inform the planning process
- B. Provide and promote meaningful participation opportunities in the planning process for regional planning partners, stakeholders and the public (especially by under-represented/underserved communities)
- C. Develop, recommend for adoption and implement the plans resulting from the VDA Initiative as well as other regionally significant plans that align with the Doña Ana County Livability Principles and VDA Initiative
- D. Ensure that work plan outcomes are successfully met
- E. Create, appoint, and serve on subcommittees, including delegation of other staff or representatives of the members, as deemed necessary to fulfill the purposes of the VDA Initiative (See Article III, Section 2)
- F. Explore and pursue funding opportunities and ways to leverage resources for the Consortium
- G. Resolve disputes as appropriate

Section 2: Representatives and Authorization to Vote

Each Consortium member shall have one (1) vote and shall designate in writing to the Chair and Vice Chair of the RLC a representative and alternate representative who have the authority to vote on behalf of the Consortium member (See Article III Section 1).

Section 3: Meetings

The RLC shall meet monthly or more frequently as deemed desirable, appropriate, or necessary by the RLC. Notice of all RLC meetings shall be communicated via electronic and/or regular mail to all representatives and alternates. Notices of meetings are transmitted to all representatives and alternates at least five (5) days prior to the date of the meeting. Robert's Rules of Order will be observed at all meetings. Cancellation of specific RLC meetings may be determined by consensus of a quorum or by the Steering Committee. Cancellation notices of meetings are transmitted to all representatives and alternates at least five (5) days prior to the date of the meeting.

Section 4: Special Meetings

Special Meetings of the RLC may be called by the Chair or by request of 25 percent of the member representatives of the RLC.

Section 5: Participation

In the event that the designated representative is unable to attend an RLC meeting the designated alternate shall serve in his or her absence. In the event that both the designated representative and alternate are unable to attend they shall notify the Chair and/or the lead agency point of contact responsible for Consortium logistics at least 24 hours in advance.

Participation in-person is preferred and encouraged as it is most advantageous for all members; however, telephonic or electronic participation at meetings is permitted as necessary and appropriate. The representative shall contact the lead agency point of contact at least 24 hours in advance to request participation telephonically or electronically. The lead agency will make every reasonable attempt to accommodate the request; however, there is no guarantee of participation via telephone or other technology.

Article VI—Quorum and Voting

All actions before the RLC require a quorum. A quorum will consist of the presence of at least 50% of the voting membership plus one. Actions will be decided by a simple majority of the quorum unless prescribed otherwise.

Article VII—Lead Agencies

The RLC will designate a lead agency for certain functions including but not limited to facilitating Consortium logistics, operating and maintaining the VDA Initiative website, serving as the fiscal agent for grant agreements and managing individual planning initiatives/projects.

Section 1: Consortium Logistics

The designated lead agency will send meeting notices, agendas, and any meeting materials electronically to RLC members at least five (5) days in advance of the meetings. A quorum must be present to hold a meeting requiring formal action.

Section 2: Viva Doña Ana Initiative Website

The designated lead agency will host and maintain a VDA Initiative website as well as an email listserv to provide information related to the VDA Initiative for Consortium members and interested members of the public.

Section 3: Grant Applications and Agreements

The designated lead agency will be responsible for entering into grant agreements to carry out Consortium supported initiatives/projects as described in the grant application and work plan. The lead agency will issue news releases and contact or respond to contacts with representatives of the media as appropriate.

Section 4: Planning Initiatives/Projects

The designated lead agency will be responsible for project management of Consortium supported planning initiatives. The lead agency will work with the RLC to develop and formalize project scope of work and approach to community engagement including participation of planning partners, stakeholders and the public. The lead agency will issue news releases and contact or respond to contacts with representatives of the media as appropriate.

Article VIII—Amendments

These Bylaws may be amended by a majority vote of the RLC membership. Amendments shall be by written notice outlining the proposed amendment(s) and reasons thereto and sent to each member via electronic and/or regular mail at least 15 days prior to the meeting. Such amendment(s) shall be consistent with the purpose of the VDA Initiative.

- Adopted by unanimous vote of the RLC on March 23, 2012
- Amended bylaws adopted by the RLC on May 09, 2014
- Amended bylaws adopted by the RLC on March 25, 2016

Article IX — Definitions

- Camino Real Consortium (Consortium):** The member organizations that serve to advance and integrate regional planning in an effort to support and facilitate the building of sustainable communities throughout Doña Ana County
- Consortium Member:** Organization that has entered into the Camino Real Consortium Memorandum of Understanding (MOU)
- Designated Alternate:** Individual appointed by a member organization to serve on the Regional Leadership Committee (RLC) in the absence of the Designated Representative; has voting authority in the absence of the designated representative
- Designated Representative:** Individual appointed by a member organization to serve on the Regional Leadership Committee (RLC); has voting authority

- E. **Majority Vote:** More than half the votes cast; minimum of 50% plus one
- F. **Planning Partners:** Organizations and/or individuals with a strong commitment to the VDA Initiative
- G. **Project Support Teams (PST):** Organization comprised of any variation of project staff, RLC members, consultants, key planning partners and stakeholders
- H. **Quorum:** The presence of at least 50% of the voting membership plus one
- I. **Regional Leadership Committee (RLC):** Governing body for the Consortium that provides oversight and guidance of the VDA Initiative; composed of designated representatives and designated alternates (who have voting authority) along with staff from member organizations and planning partners (non-voting participation)
- J. **Stakeholder:** A person interested in the outcome of a particular initiative/project; participates and provides input into the process
- K. **Steering Committee:** Advisory group that coordinates administrative functions of the RLC; composed of the RLC Chair and Vice Chair, key RLC members and key staff from Consortium members
- L. **Viva Doña Ana Initiative (VDA Initiative):** Regional planning initiative focused on advancing and integrating planning efforts to support and facilitate the building of sustainable communities throughout Doña Ana County

Attachments

Attachment 1 – Voting Requirements Matrix

Camino Real Consortium

Voting Requirements Matrix

Article VI – Quorum and Voting

“All actions before the RLC require a quorum. A quorum will consist of the presence of at least 50% of the voting membership plus one. Actions will be decided by a simple majority of the quorum unless prescribed otherwise.”

SUBJECT	VOTING REQUIREMENT	ARTICLE	PAGE
Name change of Consortium	Majority vote of RLC membership	Article I – Name	01
New members of Consortium	Majority vote of RLC membership	Article II – Purpose and Membership	01
Removal of RLC representative	Majority vote of the quorum	Article III – Governance of Consortium	02
Removal of Consortium member	Majority vote of RLC membership	Article III – Governance of Consortium	02
Election of officers	Majority vote of the quorum	Article III – Governance of Consortium	03
Filling vacant officer seat	Majority vote of the quorum	Article IV – Officers and Duties	03
Amendment of Bylaws	Majority vote of the RLC membership	Article VIII – Amendments	05