

NMAA Application for Bylaws Adoption/Revisions Services

If you are interested in updating your acequia's bylaws, you have come to the right place! Over the years, NMAA has assisted hundreds of acequias all over New Mexico in reviewing, updating and adopting acequia bylaws, the governing document of an acequia. NMAA has experienced staff that can assist your acequia through every step of the revision and adoption process. In order to get the ball rolling, please review the following information:

- In order for your application to be considered, all meetings must be scheduled prior to June 1, 2018. All adopted bylaws must be signed and submitted to NMAA prior to June 15, 2018.
- NMAA requires proof of proper notice of bylaws adoption meetings. Upon request, NMAA may assist with providing proper notice to members and the public of the bylaws adoption meeting.
- In order to provide the best possible outcome, an acequia requesting assistance should locate a copy of the acequia's current bylaws and provide a copy to NMAA. Bylaws may be found in the records of the acequia or in the records of the State Engineer, Interstate Stream Commission, or County Clerk. If your acequia is chosen, your acequia will be required to sign a Memorandum of Understanding (MOU) listing the specific bylaws related services NMAA will provide and the responsibilities of the acequia and/or its designee during the bylaws revision process.
- Due to NMAA's limited resources, it may, at its discretion, limit the amount of time it invests in the project free of charge. Therefore, the more involved and active the acequia or its designee is during the bylaws revision process, the less likely it will be that NMAA has to charge for its services. A fee schedule may be attached to the MOU.

Please complete the following questions to the best of your ability to help NMAA determine whether we will be able to assist you this Fiscal Year (July 1, 2017 – June 30, 2018).

Name _____

Contact Info: Phone _____ **Email** _____

Address _____

1) Name of acequia, county, and stream system

2) Does your acequia have bylaws? _____

1.a. If yes, is an editable electronic version (Microsoft Word Document) available?

1.b. If yes, when were your bylaws last updated or revised? _____

3) Has your acequia, through either the membership or the commission, delegated you authority to work with NMAA to update or revise the acequia's bylaws? _____

2.a. If yes, indicate whether you are an officer or a member of the acequia.

4) Are there specific concerns or issues you would like to address in your bylaws?

5) Have you already scheduled or provided notice of a meeting to discuss, adopt, or revise bylaws? If yes, on what date and will it be a special or annual meeting?

6) Will you be able to meet with NMAA staff – in person or over the phone – at least two times over the course of the bylaws revision process in order to discuss NMAA's recommendations? _____

7) Do you and the other officers use email or can you access email in order to exchange drafts of proposed bylaws? _____

8) How many members are on your acequia? _____

9) What is your current quorum requirement for membership meetings? _____

10) What is your current requirement for adopting or revising bylaws? _____

11) What is your current voting method? _____

12) Do you have a membership list? If so, when was it last updated? _____

13) What do you perceive are potential challenges to adopting or revising bylaws?

If you have questions at all about how to complete this application, or if you would like to complete this application over the phone, please call NMAA at (505)995-9644. You can also submit the application by mail by sending to New Mexico Acequia Association, 805 Early Street, Bldg. B, Suite 203, Santa Fe, NM 87505, by fax to (505)995-0097, or by email to enrique@lasacequias.org.