ULCNA
Bylaws Committee Minutes/Action Items
October 26, 2026 - 3:00 to 5:00 pm

Attendees:

Michael Tarleton
Cindy Spray
Cardinal Rieger, Chair
John Red-Horse (via Zoom)
June Ramos, Scribe

Meeting Summary - Quick Recap

The Bylaws Committee met to discuss the process and timeline for revising the Upper Las Colonias Neighborhood Association Bylaws. The committee agreed on confidentiality guidelines, with discussions limited to committee members until decisions are made, though board members can gather information from members and the Board for background purposes. They established a timeline targeting May 2027 for final board approval and Taos County filing, with draft presentations to the board in January and March 2027, including a special workshop format at some point for member input. The committee discussed using Google Docs as their working platform and decided to create a template with major headings categories. They reviewed the need to compare multiple bylaw versions (2003, 2012, and 2019-20 drafts) and agreed to seek input from the board on what's missing, needs change, expansion, or deletion in the Bylaws. John will review all documents for accuracy against Taos County regulations and boundaries, while Mike and Cindy will work on developing the template headers. The committee also discussed potentially inviting guest consultants like Marion Summers, Lynn Jones, or others to specific meetings for historical context and expertise.

Next Steps

John

- Review all Bylaws and documents for accuracy regarding boundaries, Development Standards Association Board (DSAB), and alignment with Taos County rules and regulations (specifically 2003-1 and 2018-2). Provide report at December 7, 2026 committee meeting.

Cardinal

- Send an email to the board asking for input on what is currently missing in the Bylaws, what needs to be changed, what needs to be expanded, and what should be deleted, with a 7-day deadline for responses.
- Cardinal: Review the meeting minutes and send them to the entire board, copying June.

June

- Send out the meeting minutes to Cardinal for review tonight or tomorrow.
- Set up a Google Drive Documents folder structure for the Bylaws Committee, including folders for current Bylaws (2003, 2012, 2019), agendas and minutes, board ideas and input, community input, and other sample Bylaws from other communities.
- Upload all current Bylaws (2003, 2012, 2019) to the Google Docs folder.
- Create a separate "Master Draft Document" folder and a working Word document for the new Bylaws.
- Send calendar invites for the next scheduled three committee meetings: December 7th at 3 PM, December 14th at 3 PM, and January 11th at 10 AM.

Mike and Cindy

- Work with Cindy to create a template with headers and categories for the new Bylaws before the next meeting. Provide report at the upcoming December 7, 2026 committee meeting.

Collaboration

- All committee members: Read the AI-generated comparison document of the 2003 and 2012 Bylaws and come prepared to discuss it at the next December 7, 2026 meeting.

Agenda Summary Detail

The committee discussed their role in reviewing and potentially proposing Bylaws changes to the membership, with an emphasis on the importance of maintaining confidentiality in their discussions until final decisions are made. The group agreed that their work and meeting outcomes would be shared with the full board, while keeping discussions confidential among committee members until ready to present to the board and/or the broader membership. The committee also agreed to limit discussions to the core group while allowing and encouraging information gathering from members throughout the process.

Bylaws Review and Input

The committee (via Cardinal) will survey all board members to obtain their input, asking questions about what is currently missing in the Bylaws, what should be changed, and what should be deleted or no longer relevant, using the 2003 and 2012 Bylaws as the primary working document while also considering ideas from other bylaw versions and external organizations. In the near future, following the completion of a first draft, the committee will also request input and ideas from the general membership.

The committee discussed revising the organization's Bylaws, agreeing to use a blank slate approach while incorporating useful elements from existing documents including the 2003, 2012, and 2019 versions. They decided to focus on creating a new set of Bylaws with an emphasis on organizing content into logical categories to improve

readability and to avoid duplication. As a starting place, the group decided to limit their review to three key documents: the 2003 Bylaws, the 2012 Bylaws, and the work from the 2019-20 committee.

Communication and Document Control
June agreed to take responsibility for creating a Google Docs folder to centralize all communication and filing of resources, documents, etc., and organizing folders for documentation. They agreed to work on developing a Bylaws template with headers and categories, with Cindy and Mike collaborating on this task.

Cardinal will serve as the board liaison and handle communication with the board.

The committee discussed the issue of providing easy access to the committee's work (minutes, drafts, etc.) to community members, relying heavily on the current website, using hyperlinks for access to documents/minutes, etc. Cardinal will add "Finding a Webmaster" as a priority agenda item for the next board meeting.

Bylaws Compliance
The group discussed updating Bylaws to ensure proper alignment with Taos County regulations, particularly regarding the DSAB requirements. John agreed to review and update the language from 2003-1 and 2018-2 to ensure accuracy and compliance and he will provide expertise on ordinances and boundary definitions from the 2003-1 ordinance.

Team Roles and Responsibilities
The team also assigned roles: John will handle boundaries and linking to Taos County regulations, while June will manage meeting minutes in Google Docs. They discussed a timeline for presenting the final Bylaws to the board, with January considered too early and a special meeting in February being a potential option.

Bylaws Development Timeline Planning
The group discussed creating a timeline for developing Bylaws, with the goal of filing them with Taos County in May 2027. The team identified the need to assign someone to manage the website and discussed using email as the primary communication method for gathering input from the 500+ members on their mailing list.

> *DRAFT* Timeline – to be updated and expanded, including adding dates, as needed:
>
> - Obtain input and ideas from the Board – Cardinal to send email
> - Create a working template with headers/categories to begin organizing our work – Cindy and Mike
> - Review of current Bylaws language to ensure accuracy and alignment to Taos County regulations – John
> - Provide status updates to the board throughout the process – add Bylaws update as a regular agenda item to the board meetings

- Provide first working draft to the Board in January 2027 – we most likely would request a special meeting to ensure focus and provide adequate time for review and discussion
- Following Board input and approval of first draft, obtain full membership input (at the January meeting, as well as with a follow-up email)
- Revise draft with board and membership input
- Present second draft to board and membership – March 2027
- Board final review and vote – May 2027
- File with the County – May 2027

Bylaws Review and Updates
June provided the committee with an AI-generated comparison of the association Bylaws from 2003 and 2012, with June presenting the analysis and recommendations. This analysis showed the difference between the two documents, showing what was edited, added, deleted, etc. Each committee member will review this document in detail and begin discussing the content of the new Bylaws, using the AI document as a starting place, at the next scheduled meeting, December 7, 2026.

Committee Calendar Meeting Schedule
We scheduled three upcoming meetings:
- December 7th at 3 PM
- December 14th at 3 PM
- January 11th at 10 AM.
