



**TAOS COUNTY  
RESOLUTION 2025-6**

TAOS COUNTY  
VALERIE RAEI MONTROYA, CLERK  
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BY NATASHAU

**APPROVING DWI/TEEN COURT PLANNING  
COUNCIL BY-LAWS**

**WHEREAS**, the Taos County Commission has established the Taos County DWI/Teen Court Planning Council; and

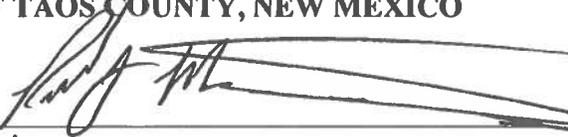
**WHEREAS**, the Planning Council wishes to be governed by by-laws approved by the Taos County Commission: and

**WHEREAS**, the Planning Council will now consist of 11 voting members and 2 non-voting members.

**NOW, THEREFORE BE IT RESOLVED**, that the Taos County Board of Commissioners approves the amendment to the DWI/Teen Court Planning Council By-laws as attached hereto.

**PASSED, APPROVED AND ADOPTED, this 7th day of January, 2025.**

**BOARD OF COUNTY COMMISSIONERS  
OF TAOS COUNTY, NEW MEXICO**

  
Chairperson

**Attest:**

  
Valerie Montoya, Taos County Clerk

VOTE RECORD:				
FR Bob Romero	<u>yes</u>	no	abstain	absent
M. Romero Jr.	<u>yes</u>	no	abstain	absent
D. Vigil	<u>yes</u>	no	abstain	absent
A. Brush	<u>yes</u>	no	abstain	absent
R. Mascareñas	<u>yes</u>	no	abstain	absent

**Approved as to legal form:**

  
Patrick Trujillo, Contract County Attorney



**TAOS COUNTY DWI/TEEN COURT PLANNING COUNCIL BY-LAWS**

**SECTION I: NAME**

The name of this council shall be the Taos County DWI/Teen Court Planning Council.

**SECTION II: MISSION**

Reduce the occurrence of drinking and driving in Taos County through prevention/ education, enforcement, adjudications, and sanctions.

**SECTION III: COUNCIL COMPOSITION**

- A. The Taos County Commission shall appoint the members of the Council without regard to race, color, religion, age, gender, physical or mental disability, or ethnic origin. The term of the council members will be in compliance with the Taos County Governmental Policy.
- B. The members of the Council shall be selected to represent a broad spectrum of interests and should include intergenerational representatives as suggested by the New Mexico Department of Traffic Safety and New Mexico Department of Finance and Administration, Local Government guidelines.
- C. The Council shall consist of (11) voting members and (2) non-voting members, with fifty percent of the voting membership plus one and over constituting a quorum for regular or special meetings. There are allowances for non-voting members in the Council.
- D. Any member absent without good cause from three consecutive meetings may be recommended to the Board of County Commissioners for removal and replacement by a person representing the same area of interest or vocation. The member is not considered absent if another interested party from the same agency is representing the absent member.
- E. Attendance is further mandatory for any and all parties staking an interest in the funding of the DWI Grant. If the membership of any faction is revoked by the Board of County Commissioners pursuant to Section 3, Part D; any and all remaining funds (monies and resources) appropriated to that member shall be forfeited and returned to the General Fund of the DWI Grant.
- F. If a party wishes to pursue reinstatement to the Council, it is at the discretion of the Board of County Commissioners and/or the Council to grant a probationary membership with limited powers for a specified period of time of three meetings before full reinstatement to the Council is approved.

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## SECTION IV: EXECUTIVE OFFICERS

- A. The Officers of the Council's Executive Committee shall be comprised of a Chair and a Vice-Chair. The duties of the respective offices are as follows:

**The Chair shall:**

1. Preside and maintain decorum over all Council meetings;
2. Call meetings to order and for adjournment;
3. Be well-versed in Robert's Rules of Order, Revised Edition;
4. Conduct meetings in accordance to Robert's Rules of Order and the Council By-laws;
5. Serve as the official spokesperson for the Council, with the right to delegate this responsibility.
6. Serve as a member of all standing committees;
7. Appoint members of the standing committees and other committees judged necessary to enable the Council to accomplish its purposes, subject to the approval of the Executive Committee;
8. Ensure that the Executive Committee members are completing their responsibilities as defined in the by-laws;
9. Perform other duties incident to the office of the Chairperson and approved by a majority of a quorum at a regular meeting.

**The Vice-Chair shall:**

1. Assume the duties of the Chair in her/his absence;
  2. Maintain current by-laws / recommend and submit changes to the Council;
  3. Monitor budget expenditures;
  4. Keep files of budget status reports;
  5. Perform other duties incident to the office of the Vice-Chair and approved by a majority of a quorum at a regular meeting;
  6. Assume responsibilities as directed by the Chair.
- B. During the meeting of the election of officers, nominations for positions on the executive board shall be taken. Nominations shall be presented to the council for a vote at the regular meeting. The officers shall be the Chair and Vice-Chair.
- C. Any Council member may make a motion to remove any Executive Committee member at a regular meeting. Should the motion be approved, the Executive Committee member in question will be notified by the coordinator of said action at least one week prior to the next regular scheduled meeting. The motion for removal will be heard at the following meeting and shall be voted upon by a quorum of the Council.
- D. The DWI Coordinator shall quarterly make public a report of all its transactions for that Quarter. The report shall include agendas, minutes, actions taken, and financial transactions. The report shall be maintained in a public place and available for public review.

- E. Membership on the Council is on a volunteer basis with no compensation except for the position of the DWI Coordinator and DWI Program staff.

**SECTION V: MEETINGS**

- A. Regular Council meetings shall be scheduled for the third Wednesday of each month. The Council can amend the meeting date as needed by motion at a meeting or by polling the Council with the permission of the Chairperson.
- B. The Chair can call special meetings. Any member can call for a special meeting with a petition, presented to the Chair, reflecting the majority of the Council.
- C. All meetings of the Council shall be held in accordance with the Open Meetings Act. Executive sessions shall not be held except in accordance with the Open Meetings Act.
- D. The majority vote of the quorum shall be necessary for any motion to pass.
- E. If a council member is absent at the meeting, another interested party from the same agency can proxy for the absent member.

**SECTION VI: CONDUCT OF COUNCIL MEMBERS**

Council members shall abstain from participating in any official act directly affecting the administration of the program or a business or agency in which they have a “conflict of interest”. “Official Act” means an official decision, recommendation, approval, disapproval, or other action which involves the use of discretionary authority. “Conflict of Interest” means an interest held by an individual, his/her spouse or minor children, which is; (1) an ownership interest in business; (2) any employment or prospective employment for which negotiations have already begun; or (3) a position in the business as an officer, director, trustee, partner or holding any purpose and mission of the Council.

**SECTION VII: COORDINATOR DUTIES / RESPONSIBILITIES**

The Coordinator’s duties and responsibilities shall be described in the scope of work located in the Coordinator’s personnel file at the Taos County Human Resource Department.

**SECTION VIII: AMENDMENTS**

The By-Laws of the Council may be amended at any regular meeting by a majority of a quorum. Any Council member may propose amendments. All Council members must be notified of the vote, by the coordinator, on the proposed amendments at least one week prior to the vote being taken.

