

## **COOPERATIVE GOVERNANCE COMMITTEE RULES OF PROCEDURE**

### **ARTICLE 1. PURPOSE AND DUTIES.**

The purpose of the community partnership committee is to focus on partnership opportunities and represent the constituency that lead to policy, memorandums of agreement, or collaborations of mutual benefit and public interest.

### **ARTICLE 2. MEMBERSHIP.**

(A) The committee is composed of six members. Two members of the San Marcos City Council, two members of the Hays County Commissioners Court, and two members of the San Marcos Consolidated Independent School District.

(B) A member serves at the pleasure of their political subdivision.

(C) Qualifications: Elected official appointed by the body of the political subdivision they represent.

(D) Committee members serve until replaced. If a member is appointed to fill a vacancy, the term begins on the date of appointment.

(E) All vacancies shall be filled as soon as the political subdivision is able.

### **ARTICLE 3. OFFICERS.**

(A) The hosting political subdivision shall act as chair and a vice-chair of the meeting.

### **ARTICLE 4. DUTIES OF OFFICERS.**

(A) The chair shall preside at meetings, review each final meeting agenda, and execute approved meeting minutes.

(B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

### **ARTICLE 5. AGENDAS.**

(A) Items for the agenda for each committee meeting may be added during a future items discussion on a committee agenda, or the staff liaisons for each political subdivision may coordinate the placement of items on a committee agenda.

- (B) Agenda items discussed should lead to policy, memorandums of agreement, or collaborations of mutual benefit and public interest.
- (C) The committee will have the opportunity to discuss and consider any agenda items that lead to policy, memorandums of agreement or collaborations of mutual benefit. The committee will consider approval of a supporting resolution that would recommend consideration by each political subdivision to ensure commitment by all members of the community partnership.
- (D) Posting of the agenda will be at least 72 hours before the committee meeting by the hosting entity, and on each entities' website.

#### **ARTICLE 6. MEETINGS.**

- (A) Four committee members constitute a quorum.
- (B) The committee shall meet quarterly and will rotate meeting locations between the political subdivisions. Prior to adjournment of each meeting, the committee will determine the location, date and time of the next committee meeting. The hosting political subdivision will be responsible for supplying necessary meals or refreshments for the committee.
- (C) If a quorum for a meeting does not convene within 15 minutes of the posted time for the meeting, then the meeting is deemed cancelled and rescheduled.
- (D) To be effective, a committee action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (E) The chair has the same voting privilege as any other member.
- (F) The city clerk shall prepare the meeting minutes. The minutes of each meeting must include the vote of each member on each item before the committee and indicate whether a member is absent or failed to vote on an item. Meeting minutes will be distributed to the host entity two weeks after the committee meeting.
- (G) The city clerk shall retain agendas, approved minutes, internal review reports and rules of procedure. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

The rules of procedure were approved by the Community Partnership Committee at their meeting held on November 30, 2018.

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*(Signature of City of San Marcos)*

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*(Title)*

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*(Signature of San Marcos CISD)*

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*(Signature of Hays County)*

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