

# TEMPLATE FOR STANDARD CITY BOARD/COMMISSION BYLAWS

## BYLAWS OF THE

\_\_\_\_\_  
(Board or Commission Name)

### ARTICLE 1. NAME.

The name of the board is \_\_\_\_\_ (board or commission name as it appears in the City Code).

### ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is \_\_\_\_\_. (Insert the information directly from the City Code.)

### ARTICLE 3. MEMBERSHIP.

- (A) The board (or commission) is composed of \_\_\_\_\_ (Insert the number of members directly from the City Code.) members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Qualifications: (Insert the information directly from the City Code.)
- (D) Board (or commission) members serve for a term of \_\_\_\_\_ (Insert the number of members directly from the City Code.) years beginning March 1<sup>st</sup> on the year of appointment. If a member is appointed to fill a vacancy, the term begins on the date of appointment.
- (E) All vacancies shall be filled as provided for by Section 2.071 of the City Code.
- (F) An individual board (or commission) member may not act in an official capacity except through the action of the board (or commission).
- (G) Attendance at board (or commission) meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.
- (H) A member who seeks to resign from the board (or commission) shall submit a written resignation to the chair of the board (or commission), the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty-day notice so the city council can

appoint a replacement.

#### **ARTICLE 4. OFFICERS.**

- (A) The officers of the board (*or commission*) shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the board (*or commission*) at the first regular meeting after March 1. In the event a current officer becomes ineligible to serve as an officer, the board (*or commission*) may hold an election at the next regular meeting agenda.
- (C) The term of office shall be one year, beginning April 1st and ending March 31<sup>st</sup>.
- (D) A member may not hold more than one office at a time.

#### **ARTICLE 5. DUTIES OF OFFICERS.**

- (A) The chair shall preside at board meetings, approve 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.
- (C) In the absence of both the Chair and the Vice-Chair, the Board or Commission should elect an interim chair for that meeting, or until the Chair or Vice-Chair arrives.
- (D) The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.
- (E) The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted.

#### **ARTICLE 6. AGENDAS.**

- (A) The following general order of business should be used for regular meetings of the board or commission:
  - a. Call to order
  - b. Roll call
  - c. Citizen Comments – 30 minutes, 3 minutes per speaker
  - d. Consent Agenda (includes routine items such as minutes from the previous meeting which normally do not need separate discussion)
  - e. Presentations and/or Public Hearings
  - f. Items for action or discussion/direction
  - g. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
  - h. Items for future agendas
  - i. Executive Session (in accordance with Open Meetings Act exceptions)
  - j. Question and Answer Session.

**k. Adjournment**

- (B) The board (*or commission*) may only discuss or consider an item that is ~~not~~ stated within the assigned scope of work or charge of the board (*or commission*) as provided in Article 2.
- (C) The chair or two or more members may place a discussion item on an agenda for a regular board (*or commission*) meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison by written request..
- (D) After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda. The chair may not remove an item placed on an agenda by prior direction of the board (*or commission*) under subsection (B) above, or placed on an agenda as a discussion item by two members under subsection (B) above.
- (E) The staff liaison will submit the meeting agenda to the City Clerk's Office for posting no later than 72 hours before the meeting. If the 72 hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk's Office by 4:30 p.m. on the last business day before the weekend or holiday.
- (F) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

**ARTICLE 7. MEETINGS.**

- (A) The board (*or commission*) meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) The board (*or commission*) will conduct its meetings by the rules of common courtesy and procedure identified in Article 10. If a parliamentary ruling is required, Robert's Rules of Order, Newly Revised edition, is the accepted authority.
- (C) Board (*or commission*) meetings will adhere to Sec. 2.045. - Rules of decorum for city council and city board and commission meetings of the San Marcos City Code.
- (D) The board (*or commission*) shall meet (select one of the following: monthly, quarterly, or when the board is legally required to meet in order to comply with a legal deadline.) In October of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) Special meetings of the board (*or commission*) shall be called by the staff liaison upon the written request of the chair or any three members of the board (*or commission*). A board (*or commission*) may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Executive sessions are permitted only when they have been posted in advance and conform

to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

- (G) A majority of the voting membership of the board (*or commission*) members constitute a quorum.
- (H) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting is deemed cancelled.
- (I) To be effective, a board (*or commission*) action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (J) The chair has the same voting privilege as any other member.
- (K) The board (*or commission*) will allow citizens to address the board (*or commission*) during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes.
- (L) The staff liaison shall prepare the meeting minutes. The minutes of each board (*or commission*) meeting must include the vote of each member on each item before the board (*or commission*) and indicate whether a member is absent or failed to vote on an item.
- (M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The \_\_\_\_\_ (*liaison's department name*) shall retain all other board (*or commission*) documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (N) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

#### **ARTICLE 8. RECOMMENDATIONS.**

- (A) The board (*or commission*) are encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.
- (B) The staff liaison must submit a policy recommendation that has been approved by a majority of the membership to the city clerk and city manager for distribution to the city council.
- (C) The board (*or commission*) will submit an annual report to the city clerk by February 28.

#### **ARTICLE 9. COMMITTEES.**

(A) The \_\_\_\_\_ (*Name of the board or commission*) shall have the following committees: (*Name and describe the duties of each Committee.*)

***If the board does not have any committees, use the following alternate language:***

(A) The \_\_\_\_\_ (*Name of the board or commission*) will have no on-going or ad hoc committees.

(B) Each committee must be established by an affirmative vote of the board (*or commission*). Each committee shall consist of at least three board (*or commission*) members approved by the board (*or commission*). A staff member shall be assigned to each committee by the director of the \_\_\_\_\_ (*department name*).

(C) A committee may designate a chair, with the member's consent, but is not required to do so.

(D) Quorum requirements do not apply to committees.

(E) Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

(F) Each committee shall update the board (*or commission*) at least quarterly on their work.

#### **ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.**

(A) During meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings.

(B) Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the board (*or commission*).

(C) Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other board (*or commission*) members, or members of the public.

(D) The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:

- a. Call the person to order, advising the person of the infraction.
- b. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
- c. Order the person to leave the meeting. If the offending person is a member of the Board or Committee, the Chair shall call for a vote on the expulsion of the member from the meeting.

(E) The rules contained in the current edition of Robert's Rules of Order shall govern the

board *(or commission)* in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

#### **ARTICLE 11. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the \_\_\_\_\_ *(insert - board or commission name)* at their meeting held on \_\_\_\_\_ *(insert – month date, year)*.

\_\_\_\_\_  
*(Signature of Executive or Staff Liaison)*

\_\_\_\_\_  
*(Title of Executive or Staff Liaison)*