

TEMPLATE FOR STANDARD CITY BOARD BYLAWS
*(Instructions for completion of the bylaws are contained in italicized parentheses
Delete the parentheses from final version)*

BYLAWS OF THE

(Board Name)

ARTICLE 1 NAME.

The name of the board is _____ *(board name)*

ARTICLE 2 PURPOSE AND DUTIES

The purpose of the board is _____ *(Insert the information
from the City Code provision establishing the board)*

ARTICLE 3 MEMBERSHIP.

- (A) The board is composed of seven members appointed by the city council *(If the council has approved a board with more or fewer than seven members the number must be changed to indicate that If some members are appointed by other entities, modify this paragraph to state the total number of members and then specify the number appointed by each entity For example The board is composed of nine members Seven members are appointed by the city council Two members are appointed by the Travis County commissioners court)*
- (B) A member serves at the pleasure of the city council *(If some members are appointed by other entities, then modify this to say A member serves at the pleasure of the appointing body " If members can only be removed for cause, delete or modify this paragraph)*
- (C) Board members serve for a term of three years beginning August 1st on the year of appointment *(If council has approved terms of a different length, modify this accordingly)*
- (D) An individual board member may not act in an official capacity except through the action of the board
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a twelve month time period automatically vacates the member's position This does not apply to an absence due to illness or injury if the member notifies the chair of the reason for the absence no later than the next meeting of the board

- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. If a member has a conflict of interest, the member shall file a conflict of interest statement with the staff liaison before the meeting begins and recuse himself or herself from discussing or voting on that item.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, 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 shall consist of a chair and a vice-chair. *(If these officers are not appropriate, modify this list and Article 5, Duties of Officers.)*
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after August 1st. *(A more precise date may be substituted, consistent with the meeting schedule in Article 7, Meetings.)*
- (C) The term of office shall be one year, beginning ____ and ending _____. An officer may continue to serve until a successor is elected. An officer may be reelected for not more than one additional one-year term. *(The beginning and ending dates are determined by the meeting schedule in Article 7, Meetings.)*
- (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, appoint all committees, and represent the board at ceremonial functions.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 6 AGENDAS

- (A) A board member may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting.
- (B) The setting of the agenda shall follow Robert's Rules of Order.
- (C) The staff liaison shall distribute the agenda to the board members not less than 72 hours before the meeting.

- (D) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act)

ARTICLE 7. MEETINGS

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act)
- (B) Board meetings shall be governed by Robert's Rules of Order
- (C) The board may not conduct a closed meeting without the approval of the city attorney
- (D) The regular meeting of the board shall be held on the _____ (*Example fourth Tuesday of each month*) at _____ p m , at _____ (*location*) unless otherwise determined by the board. If the regular meeting day is a holiday, the meeting will be held on the following _____ (*Example Tuesday*) of the month (*Most boards are required to meet not less often than quarterly*)
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and sent to all members at least three days before the meeting.
- (F) Four members constitute a quorum. (*For a board with more or fewer than seven members, the number should be changed to equal a majority of the members*)
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by affirmative vote of not less than the four members. (*For a board with more or fewer than seven members the required number of votes is the same as the number of members that constitute a quorum*)
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.

- (L) The _____ (*liaison department name*) shall retain all official board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act)
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting

ARTICLE 8 COMMITTEES

(The board may establish standing committees from its members as needed, to conduct their business. Each committee should be named and their responsibilities described in this article.)

- (A) Each committee shall consist of at least three board members appointed by the chair and a staff member appointed by the director of the _____ (*department name*). The staff member is an ex-officio, non-voting member of the committee
- (B) The board chair shall appoint a committee member as the committee chair, with the member's consent. The board chair shall be an ex-officio, non-voting member of all standing committees
- (C) Each standing committee shall meet on a regularly scheduled basis at least quarterly
- (D) Each standing committee shall make an annual report to the board at the January board meeting
- (E) The chair may, with the board's approval, appoint special committees. The chair shall provide board members with prior notice of intent to appoint a special committee
- (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act)

ARTICLE 9 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt

ARTICLE 10 AMENDMENT OF BYLAWS.

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