The overarching purpose is stated in Resolution 20170622-040:

- Advise Council on revisions which may be necessary or desirable to align the Charter with changes to municipal ordinances; and

- Make recommendations to Council to improve and enhance transparency and the general functions of city government.
Directives

Stated directives:

- Review best practices;
- Seek citizen input;
- Consult with City boards and commissions; and
- Review the Charter in order to formulate recommendations for amendment, revision, or repeal of Charter provisions.
Areas of Consideration

Mandatory areas to consider:

- Campaign finance, including consideration of contribution and expenditure limits;
- City boards and commissions, including terms of Planning Commission members;
- Requirements for citizen-initiated petitions, including requirements for percentages and numbers of valid signatures on various types of petitions (initiative, referendum, recall), and reporting and residency requirements for citizen-initiated petitions;
- Appointment of City Attorney by the City Council; and
- Correction of clerical matters, routine harmonizing, clarification of verbiage as recommended by the City Clerk and the City Attorney.
Additional Directives

Further stated directives:

- Consider recommendations of Ethics Review Commission on all matters of campaign finance, ethics, and financial disclosure;
- Consider recommendations of City boards and commissions; and
- Conduct public hearings to encourage and solicit broad-based citizen input for consideration of each Proposal in Recommendation Report, prior to submission of Recommendation Report to Council.

Additional permissible actions:

- May receive stakeholder input; and
- May include ideas and comments on matters in Recommendation Report.
Commission must prepare a Recommendation Report to be delivered to Council within 200 days*

- Must contain recommendations, termed Proposals, for amendment, revision, or repeal of Charter provisions.
- For each Proposal, Recommendation Report shall outline:
  - Substance of any Proposal;
  - Policy reason for each Proposal;
  - Estimated fiscal budgetary impacts for each Proposal;
  - Impacts of each Proposal on existing City laws, rules, practices, and procedures; and
  - Proposed ballot language for each Proposal.
Texas Open Meetings Act (TOMA)
Texas Public Information Act (PIA)

- Texas Open Meetings Act (TOMA) requires that:
  - Meetings of governmental bodies be open to the public;
  - Agendas be posted publicly at least 72 hours prior to a meeting, and must include notice of the date, time, place, and subject of each meeting; and
  - A quorum of members be present to begin meeting.

- Texas Public Information Act (PIA) requires that:
  - Information pertaining to the body’s business, including that stored on private email accounts, is subject to the PIA.
Non-Mandatory (but directory) Miscellanea

- The City Code prohibits bodies from meeting in closed/executive session unless they have received prior approval from the City Attorney. [Code § 2-1-43(C)]

- A meeting may not extend beyond 10:00 p.m., unless the body votes to continue. [Code § 2-1-44(C)]
Electing Board Officers

- Commission should elect a Chair and Vice Chair.
  - All board votes are public.
  - There is no ballot system for any Commission action.
- The presiding officer:
  - Leads commission meetings;
  - Approves draft agendas; and
  - Appoints members of working groups and committees with input from members.
- The Vice Chair presides over a meeting in the absence of the Chair.
The City Clerk’s Office and the Law Department will provide staff support to the Commission, including:

- Preparing the agenda;
- Preparing the minutes;
- Maintaining the webpage;
- Researching questions, as directed by the Commission; and
- Arranging for presenters, as requested by the Commission.
Code of Conduct

- Each person attending a meeting should observe proper decorum.

- A person or commissioner should not speak out of turn, use disparaging or abusive language, and must not make threats of violence against any other person during a meeting.

- Situations may arise which create conflict or require attention. If there is a concern, please discuss the situation with staff.
**Minimum Standards of Conduct**

- May not solicit or accept employment that could reasonably be expected to impair the member’s independence in judgment or the member’s performance of city duties.

- May not accept paid campaign work relating to a ballot proposition if the board exercised discretionary authority with respect to the proposition.

- May not formally appear before the Commission while acting as an advocate for himself/herself, or for any other person, group, or entity.

- May not solicit or accept a gift or favor that might reasonably tend to influence the member in discharging duties, or that member should know has been offered with intent to influence/reward official conduct.
Agendas

cdot Agendas are compiled by staff liaison with input from the Chair and Commissioners.

cdot Commissioners may include an item if:

cdot Sponsorship is received from at least 2 members, and is provided 5 calendar days before the meeting.

cdot The item is requested during a meeting under “New Business-Future Agenda Items” from 2 or more members.

cdot Chair approves the final agenda.

cdot The Chair does not have discretionary authority to remove an item for personal reasons. However, items may be postponed or accelerated due to time constraints.
Agendas

- Agendas must be written so that any reasonable person may understand what the board intends to discuss.

- Agendas must include all issues to be considered and any action or votes anticipated.
  - Example: “Possible discussion and action of ...”

- Each board meeting agenda should provide for general citizen communication.

- A member of the public may not speak on an item posted as a briefing.
Meeting Minutes

Ø TOMA and City Code require written action minutes of all meetings:
  Ø Written minutes are not a transcript of every word of the meeting.
  Ø The meetings will be either televised or audio recorded.
  Ø The recording will be posted to the Commission’s webpage.

Ø Commission’s liaison will take the minutes of meetings by recording the events using action minutes, to include:
  Ø Members in attendance;
  Ø Subject of each deliberation; and
  Ø Each vote, order, decision, or other action taken.
Attendance Requirements

- A member may be removed by Council for failure to attend 3 or more consecutive meetings.

- Please remember to sign the attendance log at each meeting.

- Please notify the staff liaison if you will be absent from a meeting.
Attendance Requirements

- For the Commission to meet and conduct business, a quorum must be physically present.
  - A member may not call or skype into a meeting.
- Unfilled positions do not change the requirement for a quorum.
  - For an 11 member board, 6 members must be present.
  - If 9 members are appointed and 2 seats are vacant, 6 members must be present to meet.
- If a quorum is not present within 30 minutes after the start time, no action can be taken and the meeting is cancelled.
- A Cancellation Notice should be posted prior to cancelled meetings.
Questions?

Thank you for your service.