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## **BYLAWS OF THE Regional Affordability Committee**

### **ARTICLE 1. NAME.**

The name of the committee is The Regional Affordability Committee. (the “Committee”).

### **ARTICLE 2. PURPOSE AND DUTIES.**

The Committee is an intergovernmental organization formed for the purpose of developing policy recommendations for all represented governmental entities to improve affordability in the City of Austin and the Central Texas region. The Committee may solicit public feedback on and discuss matters related to affordability, including potential bond measures, opportunities to strengthen partnerships for improved service delivery, elimination of duplicative services between agencies to achieve cost savings, parameters for addressing factors having a significant impact on cost of living, best practices of other cities, counties and school districts, and any other relevant topics related to maintaining and promoting affordability. To serve this purpose, the Committee may hold public meetings, form working groups to address specific issues, and make formal policy recommendations to the governmental entities represented on the Committee.

### **ARTICLE 3. MEMBERSHIP.**

(A) The committee shall be composed of fifteen members appointed by the governmental entities listed below, as follows:

- i. Three members are appointed by the City Council of the City of Austin, Texas.
- ii. Two members are appointed by the Austin Independent School District Board of Trustees.
- iii. Two members are appointed by the Travis County Commissioner’s Court.
- iv. One member each appointed by the following entities:
  1. Austin Community College Board of Trustees;
  2. Capital Metropolitan Board of Directors;
  3. Central Health Board of Directors;
  4. Del Valle Independent School District Board of Trustees,;
  5. Pflugerville Independent School District Board of Trustees;
  6. Williamson County Commissioner’s Court;
  7. Round Rock Independent School District Board of Trustees; and
  8. Leander Independent School District Board of Trustees.

(B) Each member shall serve until removed by the member’s appointing body (with or without cause), or until such member’s earlier death, resignation, or removal in accordance with these bylaws. In the event a vacancy is created, the applicable governmental entity shall promptly appoint a member to fill the vacancy.

(C) Individual committee members may not act in an official capacity on behalf of the Committee unless expressly authorized to do so through the action of the Committee as a whole.

- (D) If any Committee member is absent for three consecutive regular meetings or one-third of the all regular meetings during any twelve-month period, the chair shall declare the member's position vacated unless the Committee, at its next meeting, determines there was good cause for the member's absence.
  - (E) Members shall serve without compensation. A member shall not knowingly solicit or accept any benefit for having exercised the member's duties or that might reasonably tend to influence the exercise of the member's duties. A member shall not vote on any item for which the member has a conflict of interest.
  - (F) A member who seeks to resign from the Committee shall submit a written resignation to the chair of the Committee. Resignations shall be effective when given, unless a later effective date is specified. If possible, the resignation should allow for a 30 days' advance notice so a replacement can be appointed.

## ARTICLE 4. OFFICERS.

- (A) The officers of the committee shall consist of a chair and a vice-chair.
  - (B) Officers shall be elected annually by a majority vote of the Committee at its initial meeting and thereafter on the first regular meeting after October 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the Committee may hold an emergency election as needed.
  - (C) The term of office shall be one year, beginning November 1<sup>st</sup> and ending October 31<sup>st</sup>. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a committee for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a committee for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The committee may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized committee members, excluding any vacancies.
  - (D) A member may not hold more than one office at a time.

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

- (A) The chair shall preside at Committee meetings, appoint all working groups, represent the Committee at ceremonial functions and approve each final meeting agenda.
  - (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

## **ARTICLE 6. AGENDAS.**

- (A) Three or more committee members may place an item on the agenda by written request to the staff liaison at least ten days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
  - (B) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

## **ARTICLE 7. MEETINGS.**

- (A) The committee meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
  - (B) In November of each year, the Committee shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
  - (C) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The Committee may not call a special meeting more often than once per calendar quarter.
  - (D) A majority of the number of Committee members, excluding all vacancies, shall constitute a quorum.
  - (E) 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.
  - (F) If a quorum is present at a meeting, a Committee may take action by an affirmative vote of a majority of the members present.
  - (G) The chair has the same voting privilege as any other member.
  - (H) The Committee shall allow citizens to address the Committee on proposed action items and during a period of time set aside for citizen communications. The chair may limit the number of speakers to five and may limit a speaker to three minutes.
  - (I) The staff liaison shall prepare the committee minutes. The minutes of each Committee meeting shall include the vote of each member on each item before the Committee and indicate whether a member is absent, recused, or failed to vote on an item.
  - (J) The staff liaison shall retain agendas, approved minutes, internal review reports and bylaws. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
  - (K) The chair shall adjourn a meeting not later than 6 p.m., unless the Committee votes to continue the meeting.
  - (L) Each person and member attending a Committee meeting should observe decorum. A person or member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a meeting.

## **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

The Committee may establish working groups from its members, as needed, to conduct the Committee's business. A working group may be created for a specific purpose and shall be dissolved once that purpose has been accomplished. The Committee shall determine the size of a working group, which shall be less than a quorum of the Committee. A working group may designate a chair, which the member's consent, but is not required to do so. A working group does not a quorum requirement and is not required to post or hold its meetings in accordance with the 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 Committee in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the Committee may adopt.

## **ARTICLE 10. AMENDMENT OF BYLAWS.**

These bylaws may be amended, modified, or repealed in whole or in part at any regular meeting of the Committee by a vote of at least two-thirds of the number of Committee members, excluding any vacancies.

The bylaws were approved by the Regional Affordability Committee at their meeting held on April 20, 2015.

Katy Zamesnik, Staff Liaison

The amended bylaws of the Regional Affordability Committee were approved unanimously at the November 19<sup>th</sup>, 2018 meeting of the Regional Affordability Committee. Motion to approved was made by Committee member Teich, seconded by Committee member Greenberg, and approved 10-0.