

**BYLAWS OF THE  
RESOURCE MANAGEMENT COMMISSION**

**ARTICLE 1. NAME.**

The name of the commission is the Resource Management Commission.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the commission is to:

- (A) Maintain an overview of all programs, studies and proposals concerning the efficient use of energy, alternate energy technologies, renewable energy resources, including solar and wind, and the conservation of energy, excluding the use of conventional coal, nuclear, natural gas, or petroleum technologies.
- (B) Serve as a liaison with other city commissions and commissions, including the Electric Utility Commission.
- (C) Receive citizen input on alternate energy technologies, renewable energy sources, and on energy conservation.
- (D) Review and analyze:
  - (1) energy conservation technologies and renewable energy sources as to their short-term and long-term feasibility in the city;
  - (2) energy conservation policies, alternate energy technologies, and renewable energy projects in other cities and states;
  - (3) water conservation policies, alternate technologies, and water conservation projects in other cities and states; and
  - (4) the City Code to identify potential amendments that encourage the use of alternate energy technologies and renewable energy sources, and the conservation of energy.
- (E) Advise the city council:
  - (1) in the developing and reviewing city plans and programs in the area of alternate energy technologies, renewable energy sources, and energy conservation.
  - (2) as to available funding from private and public sources which are available to the city for alternate energy technologies and renewable energy, and for the conservation of energy;

- (3) on energy conservation, on alternate energy technologies, and on renewable energy sources and report to city council on the status of its activities at least annually;
  - (4) in developing and reviewing city plans and programs that encourage water conservation as it relates to water consumption from the tap to customer and within structures or building; and
  - (5) regarding appropriate City Code amendments that encourage the use of alternate energy technologies and renewable energy sources, and the conservation of energy.
- (F) Encourage:
- (1) the conservation of energy, the use of alternate energy technologies and ~~renewable~~ energy sources in City-owned facilities; and
  - (2) the private and public sectors to develop and to use alternate energy technologies and renewable energy sources, and to conserve energy.

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

- (A) The commission is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Commission members serve for a term of three years beginning August 1 on the year of appointment.
- (D) An individual commission member may not act in an official capacity except through the action of the commission.
- (E) A commission 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 staff liaison of the reason for the absence no later than the next meeting of the commission.
- (F) At each meeting, each commission 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.
- (G) A member who seeks to resign from the commission shall submit a written resignation to the chair of the 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 commission shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after August 1. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning September 1 and ending August 31. 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 commission for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a commission 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.
- (D) A member may not hold more than one office at a time.

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

- (A) The chair shall preside at commission meetings, appoint all committees, and represent the commission at ceremonial functions.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

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

- (A) Two or more commission members 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 staff liaison shall prepare and distribute the agenda to the commission members not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **ARTICLE 7. MEETINGS.**

- (A) Commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

- (B) Commission meetings shall be governed by Robert's Rules of Order.
- (C) The commission may not conduct a closed meeting without the approval of the city attorney.
- (D) The regular meeting of the commission shall be held on the third Tuesday of the month at 6:30 p.m., at City Hall unless otherwise determined by the commission. If the regular meeting day is a holiday, the meeting will be held on the following Tuesday.
- (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.
- (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 commission action must be adopted by affirmative vote of not less than the four members.
- (I) The chair has the same voting privilege as any other member.
- (J) The commission shall allow citizens to address the commission 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 commission minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.
- (L) Austin Energy shall retain all official commission 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 commission votes to continue the meeting.

#### **ARTICLE 8. COMMITTEES.**

- (A) Each standing or special committee must be established by an affirmative vote of the commission. Each committee shall consist of at least three commission

members appointed by the chair. A staff member shall be assigned to each committee by the director of Austin Energy.

- (B) The commission chair shall appoint a committee member as the committee chair, with the member's consent.
- (C) A majority of the total number of appointed committee members constitutes a quorum.
- (D) Each standing committee shall meet on a regularly scheduled basis at least quarterly.
- (E) Each standing committee shall make an annual report to the commission at the January commission meeting.
- (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 commission in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the commission 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.

These bylaws were approved by the Resource Management Commission at its meeting held on August 17, 2010.



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Andy Perny  
Executive Liaison to the Commission