

**BYLAWS OF THE
RESOURCE MANAGEMENT COMMISSION**

ARTICLE 1. NAME.

The name of the board 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 board is composed of seven members appointed by the city council
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1st on the year of appointment.
- (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 “rolling” twelve month timeframe automatically vacates the member’s position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member’s immediate family member, or the birth or adoption of the board member’s child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (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. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (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.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning November 1st and ending October 31st. 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 board for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a board 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 board may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized board members.
- (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, represent the board 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) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve the each final meeting agenda.
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting 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) 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.

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- 1 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the
2 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
3 meetings.
4
- 5 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
6 or more members. The call shall state the purpose of the meeting. A board may not call a meeting
7 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more
8 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a
9 deadline established by Council.
10
- 11 (F) Four members constitute a quorum.
12
- 13 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
14 then the meeting may not be held.
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- 16 (H) To be effective, a board action must be adopted by affirmative vote of the number of members
17 necessary to provide a quorum.
18
- 19 (I) The chair has the same voting privilege as any other member.
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- 21 (J) The board shall allow citizens to address the board on agenda items and during a period of time set
22 aside for citizen communications. The chair may limit a speaker to three minutes.
23
- 24 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include
25 the vote of each member on each item before the board and indicate whether a member is absent or
26 failed to vote on an item.
27
- 28 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. Austin
29 Energy shall retain all other board documents. The documents are public records under Texas
30 Local Government Code Chapter 552 (Texas Public Information Act).
31
- 32 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
33 meeting.
34
- 35 (N) Each person and board member attending a board meeting should observe decorum pursuant to
36 Section 2-1-48 of the City Code.
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ARTICLE 8. COMMITTEES/WORKING GROUPS.

COMMITTEES

- 41
- 42 (A) The Resource Management Commission has no committees.
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- 44 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet
45 until its creation is approved by the Council Audit and Finance Committee. Each committee shall
46 consist of at least three board members appointed by the chair. A staff member shall be assigned to
47 each committee by the director of Austin Energy.

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- (C) The board chair shall appoint a board member as the committee chair, with the member's consent.
- (D) A majority of the total number of appointed committee members constitutes a quorum.
- (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- (F) Each committee shall make an annual report to the board at the January board meeting.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

WORKING GROUPS

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.
- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their 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 board 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 10. AMENDMENT OF BYLAWS.

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

The bylaws were approved by the Resource Management Commission at their meeting held on January 18, 2011.

Andy Perny, Division Chief, AE Legal Services
Executive Liaison