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3 **TEMPLATE FOR STANDARD CITY BOARD BYLAWS**  
4

5  
6 **BYLAWS OF THE**  
7

8 \_\_\_\_\_  
9 *(Board Name)*

10  
11 **ARTICLE 1. NAME.**  
12

13 The name of the board is \_\_\_\_\_ *(board name as it appears in the*  
14 *Municipal Code).*  
15

16 **ARTICLE 2. PURPOSE AND DUTIES.**  
17

18 The purpose of the board is \_\_\_\_\_. *(Insert the information directly from the*  
19 *City Code.)*  
20

21 **ARTICLE 3. MEMBERSHIP.**  
22

- 23 (A) The board is composed of eleven members appointed by the city council.  
24  
25 (B) A member serves at the pleasure of the city council.  
26  
27 (C) Board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment.  
28  
29 (D) An individual board member may not act in an official capacity except through the action of the  
30 board.  
31  
32 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
33 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position  
34 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
35 absence due to illness or injury of the board member, an illness or injury of a board member’s  
36 immediate family member, active military service, or the birth or adoption of the board member’s  
37 child for 90 days after the event. The board member must notify the staff liaison of the reason for  
38 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
39 liaison before the next regular meeting of the board will result in an unexcused absence.  
40  
41 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
42 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
43 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
44 counted as absent and his/her votes are not counted.  
45  
46 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
47 board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a  
48 thirty day notice so the city council can appoint a replacement.

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**ARTICLE 4. OFFICERS.**

- 23 | (A) The officers of the board shall consist of a chair and a vice-chair.
- 24 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
- 25 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold
- 26 an emergency election as needed.
- 27 (C) The term of office shall be one year, beginning May 1st and ending April 30<sup>th</sup>. An officer may
- 28 continue to serve until a successor is elected. A person may not serve as an officer in a designated
- 29 position of a board for more than four consecutive one-year terms. A person who has served as an
- 30 officer in a designated position of a board for four consecutive terms is not eligible for re-election
- 31 to that designated office until the expiration of two years after the last date of the person's service in
- 32 that office. The board may override the term limit provision for an officer by an affirmative vote of
- 33 two-thirds of the authorized board members.
- 34 (D) A member may not hold more than one office at a time.

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**ARTICLE 5. DUTIES OF OFFICERS.**

- 43 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial
- 44 functions and approve each final meeting agenda.
- 45 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

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**ARTICLE 6. AGENDAS.**

- 49 (A) Two or more board members may place an item on the agenda by oral or written request to the staff
- 50 liaison at least five days before the meeting. After first consulting with and receiving input from
- 51 the staff liaison, the chair shall approve each final meeting agenda.
- 52 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
- 53 each meeting not less than 72 hours before the meeting.
- 54 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
- 55 Meetings Act).

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**ARTICLE 7. MEETINGS.**

- 61 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
- 62 Meetings Act).
- 63 (B) Board meetings shall be governed by Robert's Rules of Order.

- 1 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
2  
3 (D) The board shall meet (select one of the following: monthly, quarterly, or when the board is legally  
4 required to meet in order to comply with a legal deadline.) In November of each year, the board  
5 shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for  
6 the holidays and cancelled meetings.  
7  
8 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
9 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
10 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
11 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
12 deadline established by Council.  
13  
14 (F) Six members constitute a quorum.  
15  
16 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
17 then the meeting may not be held.  
18  
19 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
20 necessary to provide a quorum.  
21  
22 *(For boards with 13 members (Early Childhood Council and Sustainable Food Policy Board) or 15*  
23 *members {Community Development Commission and Downtown Commission}, the following*  
24 *language applies to an affirmative vote.)*  
25  
26 (H) If only a quorum is present at a meeting, a board action is adopted by an affirmative vote of two-  
27 thirds of the quorum (13 member board = 5 votes; 15 member board = 6 votes). If more than a  
28 quorum is present at a meeting, a board action must be adopted by an affirmative vote of the  
29 number of members necessary to provide a quorum (13 member board = 7 votes; 15 member board  
30 = 8 votes).  
31  
32 (I) The chair has the same voting privilege as any other member.  
33  
34 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
35 aside for citizen communications. The chair may limit a speaker to three minutes.  
36  
37 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
38 the vote of each member on each item before the board and indicate whether a member is absent or  
39 failed to vote on an item.  
40  
41 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
42 \_\_\_\_\_ *(liaison's department name)* shall retain all other board documents. The documents are  
43 public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
44  
45 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
46 meeting.  
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1 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
2 Section 2-1-48 of the City Code.

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4 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
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## 6 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 7 **COMMITTEES**

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10 (A) The \_\_\_\_\_ (*Name of the board*) shall have the following committees:  
11 (*Name and describe the duties of each Committee.*)  
12

13 *If the board does not have any committees, use the following language):*  
14

15 (A) The \_\_\_\_\_ (*Name of the board*) will have no committees.  
16

17 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
18 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
19 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
20 each committee by the director of the \_\_\_\_\_ (*department name*).  
21

22 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
23

24 (D) A majority of the total number of appointed committee members constitutes a quorum.  
25

26 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
27

28 (F) Each committee shall make an annual report to the board at the January board meeting.  
29

30 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
31 (Texas Open Meetings Act).  
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33 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
34 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
35 or identify each agenda item on which the member has a conflict of interest.  
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### 38 **WORKING GROUPS**

39  
40 (A) The board can determine the size of a working group but the number of board members serving on  
41 the working group must be less than a quorum of the board.  
42

43 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
44

45 (C) Quorum requirements do not apply to working groups.  
46

47 (D) Staff support will not be provided for working groups.  
48

1 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
2 Code Chapter 551 (Texas Open Meetings Act).  
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5 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
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7 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
8 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
9 procedure which the board or city council may adopt.  
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11 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
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13 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.  
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15  
16 The bylaws were approved by the \_\_\_\_\_ *(insert - board name)* at their  
17 meeting held on \_\_\_\_\_ *(insert - month date, year)*.  
18  
19

20  
21 \_\_\_\_\_  
22 *(Signature of Executive or Staff Liaison)*

\_\_\_\_\_  
*(Insert - Title -- Executive or Staff Liaison)*