

1  
2  
3 **TEMPLATE FOR STANDARD CITY BOARD BYLAWS**  
4

5  
6 **BYLAWS OF THE**  
7 **SMALL AREA PLANNING JOINT COMMITTEE**  
8

9  
10 **ARTICLE 1. NAME.**  
11

12 The name of the board is the Small Area Planning Joint Committee.  
13

14 **ARTICLE 2. PURPOSE AND DUTIES.**  
15

16 The purpose of the board is to advise the council on issues surrounding planning and zoning in areas  
17 such as downtown, corridors and centers, neighborhoods, the waterfront, planned unit developments,  
18 and transit oriented developments.  
19

20 **ARTICLE 3. MEMBERSHIP.**  
21

- 22 (A) The board is composed of seven members appointed by the City Council. The Council shall appoint  
23 four members nominated by the Planning Commission and 3 members nominated by the Zoning  
24 and Platting Commission.  
25
- 26 (B) A member serves at the pleasure of the city council.  
27
- 28 (C) Board Members nominated by the Planning Commission serve a term of two years beginning  
29 March 1<sup>st</sup> on the year of appointment. Board Members nominated by the Zoning & Platting  
30 Commission serve a term of four years beginning March 1<sup>st</sup> on the year of appointment. All  
31 members serve at the will of their respective boards.  
32
- 33 (D) An individual board member may not act in an official capacity except through the action of the  
34 board.  
35
- 36 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
37 meetings in a "rolling" twelve month timeframe automatically vacates the member's position  
38 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
39 absence due to illness or injury of the board member, an illness or injury of a board member's  
40 immediate family member, active military service, or the birth or adoption of the board member's  
41 child for 90 days after the event. The board member must notify the staff liaison of the reason for  
42 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
43 liaison before the next regular meeting of the board will result in an unexcused absence.  
44
- 45 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
46 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
47 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
48 counted as absent and his/her votes are not counted.

- 1  
2 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
3 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a  
4 thirty day notice so the city council can appoint a replacement.  
5

6  
7 **ARTICLE 4. OFFICERS.**  
8

- 9 (A) The officers of the board shall consist of a chair and a vice-chair.  
10  
11 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
12 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold  
13 an emergency election as needed.  
14  
15 (C) The term of office shall be one year, beginning May 1st and ending April 30<sup>th</sup>. An officer may  
16 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
17 position of a board for more than four consecutive one-year terms. A person who has served as an  
18 officer in a designated position of a board for four consecutive terms is not eligible for re-election  
19 to that designated office until the expiration of two years after the last date of the person's service in  
20 that office. The board may override the term limit provision for an officer by an affirmative vote of  
21 two-thirds of the authorized board members.  
22  
23 (D) A member may not hold more than one office at a time.  
24  
25

26 **ARTICLE 5. DUTIES OF OFFICERS.**  
27

- 28 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
29 functions and approve each final meeting agenda.  
30  
31 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
32  
33

34 **ARTICLE 6. AGENDAS.**  
35

- 36 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
37 liaison at least five days before the meeting. After first consulting with and receiving input from  
38 the staff liaison, the chair shall approve each final meeting agenda.  
39  
40 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
41 each meeting not less than 72 hours before the meeting.  
42  
43 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
44 Meetings Act).  
45  
46

47 **ARTICLE 7. MEETINGS.**  
48

- 1 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open  
2 Meetings Act).  
3  
4 (B) Board meetings shall be governed by Robert's Rules of Order.  
5  
6 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
7  
8 (D) The board shall meet (select one of the following: monthly, quarterly, or when the board is legally  
9 required to meet in order to comply with a legal deadline.) In November of each year, the board  
10 shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for  
11 the holidays and cancelled meetings.  
12  
13 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
14 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
15 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
16 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
17 deadline established by Council.  
18  
19 (F) Four members constitute a quorum.  
20  
21 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
22 then the meeting may not be held.  
23  
24 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
25 necessary to provide a quorum.  
26  
27 (I) The chair has the same voting privilege as any other member.  
28  
29 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
30 aside for citizen communications. The chair may limit a speaker to three minutes.  
31  
32 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
33 the vote of each member on each item before the board and indicate whether a member is absent or  
34 failed to vote on an item.  
35  
36 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
37 Planning and Zoning Department shall retain all other board documents. The documents are public  
38 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
39  
40 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
41 meeting.  
42  
43 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
44 Section 2-1-48 of the City Code.  
45  
46 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
47  
48

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

1  
2 **COMMITTEES**  
3

4 (A) The Small Area Planning Joint Committee will have no committees shall have the following  
5 committees: *(Name and describe the duties of each Committee.*  
6

7 *If the board does not have any committees, use the following language):*  
8

9 (A) The Small Area Planning Joint Committee will have no committees.  
10

11 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
12 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
13 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
14 each committee by the director of the Planning and Zoning Department.  
15

16 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
17

18 (D) A majority of the total number of appointed committee members constitutes a quorum.  
19

20 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
21

22 (F) Each committee shall make an annual report to the board at the January board meeting.  
23

24 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
25 (Texas Open Meetings Act).  
26

27 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
28 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
29 or identify each agenda item on which the member has a conflict of interest.  
30

31  
32 **WORKING GROUPS**  
33

34 (A) The board can determine the size of a working group but the number of board members serving on  
35 the working group must be less than a quorum of the board.  
36

37 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
38

39 (C) Quorum requirements do not apply to working groups.  
40

41 (D) Staff support will not be provided for working groups.  
42

43 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
44 Code Chapter 551 (Texas Open Meetings Act).  
45  
46

47 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
48

1 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
2 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
3 procedure which the board or city council may adopt.  
4

5 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
6

7 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.  
8

9  
10 The bylaws were approved by the Small Area Planning Joint Committee will have no committees  
11 (at their meeting held on \_\_\_\_\_).  
12  
13  
14  
15  
16

\_\_\_\_\_  
(Signature of Executive or Staff Liaison)

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

DRAFT