

# Bylaw Amendment Process

August 2015

# Bylaw Amendment Process

- The Office of the City Clerk is providing the following to boards and commissions:
  - Draft, red lined bylaw template.
  - Clean copy of bylaw template.
  - Bylaw amendment spreadsheet.

# Universal Changes

- The template/spreadsheet provided to your staff liaisons included language amending:
  - Number of members on your board.
  - Terms of 4 years beginning March 1<sup>st</sup> of the year of appointment.
  - Adding “active military service” to excused absence language.
  - Six members constitutes a quorum.
  - Officer elections occurring in April and the term beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>.
    - Four consecutive one year terms.

# Universal Changes

- If the board bylaws have only universal changes:
  - A majority of the board must approve the agenda item.
  - The board liaisons will provide to the Office of the City Clerk (OCC).
  - The OCC will submit to the Council Audit & Finance Committee.

# Approval of Universal Changes

- The Office of the City Clerk will submit the universal changes to the Council Audit & Finance Committee (CAF).
  - In the past, Council Audit & Finance had the authority to approve changes to bylaws.
  - The new Council Committee structure allows CAF to make a recommendation to Council.
  - Bylaws Amendments will now require a majority vote of the full Council.

# Approval of Universal Changes

- Once approved by the full Council, the board or commission will approve (again) the universal changes made to their bylaws.

# Additional Bylaw Amendments

- If your board approves an agenda item to amend your bylaws beyond the universal changes, we ask that you submit these amendments to the Clerk's Office through your liaison.
- You may upload as backup and email to OCC, however, we ask that you don't utilize a Council Committee Agenda Request or Board Recommendation template.

# Additional Bylaw Amendments

- The OCC will collect all additional bylaw amendments and submit to the Council Audit & Finance Committee (CAF).
- As previously mentioned, the CAF Committee will make a recommendation to the full Council on each board's additional amendments.



# Additional Bylaw Amendments

- After the Council Audit & Finance Committee makes recommendation to Council, the Clerk's Office will coordinate with the CAF liaison to add to Council agenda.

# Two Step Process

- Why are we doing this as a two step process?
  - The universal changes reflect the Austin City Code.
  - Additional changes are not a part of the code and will require an ordinance to amend.

- Questions?