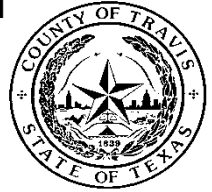




Austin/Travis County Health and Human Services Department



The role of public health is to:

PROMOTE community-wide wellness,

PREVENT disease, and

PROTECT the community from infectious diseases, environmental hazards, and epidemics

EARLY CHILDHOOD COUNCIL BOARD RETREAT

Boards & Commissions Basics

September 14, 2016

Cindy Gamez, ECC Staff Liaison, Austin/Travis County Health and Human Services

Advisory Boards

- Make recommendations to Council.
- Tasked with taking on issues and concerns of citizens, understanding and exploring possible options & providing feedback and recommendations to Council.
- Make Council Committee Agenda Requests to Council.



Terms of Office

- A board member's term is concurrent with the Council Member who appointed them.
- Eventually all terms will be 4 years
 - Start: March 1st
 - End: February 28th (of the 4th year)
- Current terms will begin July 1st and end February 28th

Board Bylaws

Each board must adopt bylaws.

Each board has a standard set of bylaws which include:

- the board's mission;
- procedures for selecting the officers;
- outline duties of each officer;
- requirements for establishing committees & working groups;
- guidelines for posting meetings;
- and using Robert's Rules of Order.



Committees v. Working Groups

| Committees | Working Groups |
|---|---|
| Permanent bodies | Temporary bodies |
| Meet quarterly | No meeting requirements |
| Present annual report to full board | Can make no final decision & must report back to board for action. |
| Comply with TOMA: Post agendas 72 hours in advance, record meetings; a quorum of members must be present | Does not comply with TOMA. |
| Only board members may be appointed (at least 3 but no more than a quorum of board members) | May appoint stakeholders (less than a quorum of board members appointed) |
| Dissolves after approval by Council Audit & Finance | Automatically dissolves after it reports recommendations to the board. |
| Long term matters | Assigned specific, short term assignments |
| Requires approval by Council Audit & Finance Committee & name and duties listed in bylaws. | Not listed in bylaws and not supported by staff |

Attendance Requirements

- Our city code states that a “board member automatically vacates the member's position if the member is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling 12-month timeframe”.
- Attendance records are applicable to only regularly scheduled board meetings and **not** special called meetings, committees or working groups.
- Liaisons will call or take roll at the beginning of each meeting.



Annual Internal Review & Report

- The report must include the following:
 - a statement of the board's mission and a description of the board's actions in furtherance of that mission during the previous calendar year; and
 - the board's goals and objectives for the new calendar year.
- The report must be filed with the City Clerk by July 31st of each year.



Board Recommendations

- Used to communicate with Council details, explanations and rationale for a decision on a significant issue
- Concerns an item or topic currently on a Council agenda or Council Committee agenda.
- Used to express a BC's support or lack of support for an item being discussed by Council.

Council Committee Agenda Request

- Used to communicate with Council details and a request to have an item or topic placed on a future Council Committee agenda for discussion.
- Used to submit a new item for Council discussion not currently included on a Council Committee agenda, Council Work Session agenda or a regular Council Meeting agenda.

Different Perspectives

- Board Members are passionate and considered experts in their fields.
- Sometimes a different perspective could provide insight.
- Consider other points of view and don't immediately write off suggestions.
- Don't confuse personal agendas with what is best for the City of Austin.



Questions?

