



LGBTQ COMMISSION ORIENTATION

TABLE CONTENTS

- 1) Review of Ordinance No. 20170302-007
- 2) Nomination/Appointments Process
- 3) Officer Elections
- 4) Bylaws
- 5) Communications Standards
- 6) Transparency Compliance
- 7) Meeting Schedule



ORDINANCE No. 20170302-007

- Composition of the board is 15 members. 11 nominated by Council and 4 nominated by the commission.
- Council appointments serve 4 year terms. Stakeholder appointments serve 2 year terms.
- The City Manager or designee shall serve as an ex-officio member.



STAKEHOLDER NOMINATIONS

The LGBTQ Quality of Life Commission will nominate 4 community stakeholders to serve on the Commission.

Candidates for these seats must meet the following administrative criteria:

- 1) Have an active board application on file with the Clerk's Office
- 2) Be a resident of the City of Austin (does not include the ETJ)
- 3) Must not have any prohibitive conflicts of interest (i.e. registered lobbyists are prohibited from serving on boards and commissions for 3-years after engaging in lobbying)



STAKEHOLDER NOMINATIONS

Below are a few options available to the commission when determining a process for selecting qualified applicants:

- 1) Establish a working group to review applicants and make recommendations to the full commission.
- 2) The whole commission can review the entire pool of applicants as a body.
- 3) The Chair and/or Vice Chair may be given the task of composing a list of potential nominees for review by the full commission.

There is no set process for identifying potential nominees.



NOMINATIONS PROCESS

- 1) A commission member nominates a candidate.
- 2) A commissioner seconds the nomination.
- 3) A quorum vote (6 of 8 members or 8 of 9+ members) of the commission either approves the nomination, or the nomination fails.
- 4) Once nominations have been confirmed the liaison will forward those names to the Clerk's Office so that we can confirm that they meet the eligibility criteria.

Each of the four stakeholder nominations must follow this process.



APPROVAL PROCESS

Once the stakeholder nominees have been submitted by the commission, and it has been confirmed that they meet the eligibility requirements, their names will be submitted for approval by a quorum vote of Council.

Stakeholder appointees will be required to complete the same training and paperwork requirements that Council appointees do before they are eligible to begin their service.



STAKEHOLDER NOMINATION

- Please note that quorum will always be calculated based on the number of total seats – not the number of filled seats.
- This means that the empty stakeholder positions will count towards quorum calculations even if left unfilled.
- Because of this, passing items may be difficult until stakeholders are appointed.



OFFICER ELECTIONS

All boards elect a Chair and Vice Chair.

A) Nominations that are seconded will proceed to a quorum vote of the full commission.

B) All board votes are public. There is no ballot system for any board action.



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.



COMMUNICATION STANDARDS

Board related business should only be discussed using your City of Austin email account. Do not use your personal email to discuss board business.

If someone contacts you on a platform other than your city email, please forward the communication to your city email and ask the person to please refer all future communications to your city email.

At all time members should be cognizant of 'walking quorum' risks when communicating outside of a posted meeting.

Communications meant to be distributed to the full commission should always be sent through the liaison.



TRANSPARENCY COMPLIANCE

- All boards must comply with the Texas Open Meetings Act (TOMA).
- TOMA requires:
 - Meetings of governmental bodies be open to the public.
 - Agendas be posted publicly at least 72 hours prior to meeting and include notice of the date, hour, place, and subject of each meeting.
 - A quorum of members be present to begin meeting.



TRANSPARENCY COMPLIANCE

All meetings are required to be recorded by an audio recorder or televised by ATXN.

The recordings are kept for 90 days after board minutes are approved.

The public has a right to video tape meetings.



MEETING SCHEDULES

- Each board adopts their schedule in October/November for the following calendar year.
 - You will only be adopting a schedule for the remainder of 2017
 - When setting calendar, please consider holidays and other city events.
 - Submit approved calendar to BC Coordinator.



QUESTIONS?

