

**BYLAWS OF THE
JOINT SUBCOMMITTEE OF THE CITY OF AUSTIN,
AUSTIN INDEPENDENT SCHOOL DISTRICT, AND TRAVIS COUNTY**

ARTICLE 1.

NAME

The name of this intergovernmental advisory body is the “Joint Subcommittee of the City of Austin, Austin Independent School District, and Travis County” (the Joint Subcommittee).

ARTICLE 2.

PURPOSE; RESTRICTIONS

Purpose/Scope.

(A) The Joint Subcommittee is an intergovernmental body formed for the purpose of identifying, collaborating on, and developing policy recommendations for the three represented governmental entities regarding matters of mutual interest and potential impact on the named entities, including but not limited to the following: issues pertaining to the academic success, health, safety, and general well-being of students and families served by the entities; matters related to affordability, including potential bond measures; opportunities designed to strengthen partnerships for improved service delivery, including elimination of duplicative services between agencies to achieve cost savings; best practices of other cities, school districts, and counties; and other relevant and related topics.

Restrictions.

(B) The Joint Subcommittee is an advisory body, possessing no sovereign or quasijudicial powers, and shall act in an advisory capacity only. The Joint Subcommittee activities or actions shall be in the form of recommendations to the respective entities, which recommendations shall then be independently considered, discussed, revised, accepted, rejected, or the like by the respective entities without restriction of any sort from the Joint Subcommittee.

(C) The Joint Subcommittee shall not participate in any political campaign on behalf of or in opposition to any candidate for public office or any proposition or ballot measure.

(D) The Joint Subcommittee is not organized for profit, and shall never be operated for the purpose of carrying on a trade or business for profit. Service on the Joint Subcommittee shall not bestow any monetary benefit on or inure to the improper benefit of any member of the Joint Subcommittee or any associated or related individual.

ARTICLE 3.

MEMBERSHIP

Composition; Appointment.

(A) The Joint Subcommittee is composed of eight members from the three entities that comprise the Joint Subcommittee. The presiding officer of the Austin City Council shall appoint three council members, the presiding officer of the Austin Independent School District Board of

Trustees shall appoint three trustees, and the presiding officer of the Travis County Commissioners Court shall appoint two commissioners.

Service.

(B) A Joint Subcommittee member serves at the pleasure of his/her appointing entity, and may be removed by the presiding officer of the member's appointing body with or without cause. Each Joint Subcommittee member shall serve until removed by the member's appointing body, or until such member's earlier death, resignation, or removal in accordance with these bylaws. In the event a vacancy is created, the applicable governmental entity shall promptly appoint a member to fill the vacancy.

Unspecified Term.

(C) A Joint Subcommittee member serves in his/her position until the replacement of that member is made by the presiding officer of his/her appointing entity.

Official Action of the Joint Subcommittee.

(D) An individual member of the Joint Subcommittee may not act in an official capacity on behalf of the Joint Subcommittee unless expressly authorized to do so through the action by vote of a majority of the Joint Subcommittee.

Resignation; Filling of Vacancy.

(E) If a Joint Subcommittee member seeks to resign, he/she shall submit a written resignation to the presiding officer of his/her appointing entity, with a copy to the member's staff liaison to the Joint Subcommittee. The staff liaison shall notify the staff liaisons of the other two entities of the member's resignation. Resignations shall be effective when given, unless a later effective date is specified. If possible, the resignation should be tendered by the member at least thirty days in advance of the effective date of the resignation so that the replacement process may be facilitated.

(F) Vacancies existing by reason of resignation, death, incapacity, or removal are filled by appointment by the presiding officer of the entity from which the vacancy has occurred.

No Compensation.

(G) Joint Subcommittee members shall not be compensated for serving on the Joint Subcommittee. A member shall not knowingly solicit or accept any benefit for having exercised the member's duties or that might reasonably tend to influence the exercise of the member's duties. A member shall not vote on any item for which the member has a conflict of interest.

**ARTICLE 4.
PROCEDURES**

(A) The presiding officer of the entity where the meeting is held, or the presiding officer's designee, shall preside at the meeting held at the location of the presiding officer's entity.

(B) The Joint Subcommittee may establish procedures to govern its activities, and may delegate authority as allowable and as may be necessary or desirable for the efficient management of its affairs, business, and activities.

**ARTICLE 5.
STAFF LIAISONS; AGENDAS**

Staff Liaisons.

(A) Each of the three entities that comprise the Joint Subcommittee shall provide its own staff member to serve as staff liaison for any meeting held at the location of the entity. The staff liaisons shall, by way of illustration and not limitation, coordinate meeting dates around member availability, communicate with members, prepare and deliver notices, manage all agenda matters, ensure agenda postings, prepare and circulate minutes, and provide general support duties.

Placement of Item on Agenda.

(B) Two or more Joint Subcommittee members may place an item on an agenda by oral or written request to the member's staff liaison to the Joint Subcommittee at least ten days before the scheduled meeting. The presiding officer for the scheduled meeting, after first consulting with and receiving input from the staff liaison, shall timely approve each final meeting agenda.

Posting of Agenda.

(C) The staff liaison of the entity shall submit the meeting agenda to the entity's staff responsible for posting at least 72 hours before the scheduled meeting.

TOMA Compliance for Posting.

(D) Posting of the agenda shall comply with Texas Government Code, Chapter 551 (Texas Open Meetings Act).

**ARTICLE 6.
MEETINGS**

Presiding Officer.

(A) The presiding officer of the entity where the meeting is held, or the presiding officer's designee, shall preside as chair at the meeting held at the location of presiding officer's entity.

TOMA Compliance for Conduct of Meetings.

(B) Joint Subcommittee meetings shall comply with Texas Government Code, Chapter 551 (Texas Open Meetings Act).

Regular Meetings; Cancellation; Schedule of Meetings.

(C) The Joint Subcommittee shall hold at least four regular meetings annually, with a meeting to be held approximately at three-month intervals. It is permissible for a meeting to be cancelled in advance if the Joint Subcommittee's respective staff liaisons are notified that quorum cannot be reached or that no business reason exists for the meeting. At the final meeting of each year, the Joint Subcommittee shall adopt a schedule of regular meetings for the upcoming year, including makeup meeting dates for holidays and cancelled meetings.

Special Called Meetings.

(D) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The Joint Subcommittee may not call a special meeting more often than twice per calendar year.

Meeting Location Rotation.

(E) The physical location of regular meetings shall rotate among the three entities that comprise the Joint Subcommittee.

Parliamentary Procedure.

(F) Meetings shall be governed by and conducted in accordance with the most current edition of Robert's Rules of Order, except when inconsistent with these bylaws or with special rules of procedure which the Joint Subcommittee may adopt.

Quorum.

(G) A majority of the members of each entity that comprises the Joint Subcommittee, excluding any vacancies, shall constitute a quorum: two members from Austin Independent School District, two members from the City of Austin, and one member from Travis County.

(H) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting shall not be held.

(I) A meeting may not be convened until a quorum of members is physically present.

(J) If a quorum is present at a meeting, the Joint Subcommittee may take action by an affirmative vote of a majority of the members present.

Citizen Communications.

(K) The Joint Subcommittee may, in its discretion, allow citizens to address the Joint Subcommittee on proposed action items on the agenda and during a period of time set aside for citizen communications. The presiding officer of the meeting may limit the number of speakers to as few as five, and is given the discretion to equitably impose time limits on speakers.

Minutes.

(L) The staff liaison of the entity at which the meeting was held shall prepare the minutes of the Joint Subcommittee meeting held at that entity's location. The minutes of each meeting shall include the vote of each member on each item before the Joint Subcommittee, and shall indicate whether a member was absent, recused, or failed to vote on an item.

(M) The staff liaisons shall retain copies, and shall provide originals to the entity's Secretary or Clerk, of all approved minutes, agendas, internal review reports, and bylaws. The documents are public records under Texas Local Government Code, Chapter 552 (Texas Public Information Act).

Adjournment.

(N) The chair shall adjourn a meeting not later than 2 ½ hours after the beginning of the meeting, unless the Joint Subcommittee votes to continue the meeting.

Decorum.

(O) Each person and member attending a Joint Subcommittee meeting shall observe decorum. A person or member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a meeting.

**ARTICLE 7.
WORKING GROUPS**

Establishment Authorized.

(A) The Joint Subcommittee may establish working groups from its members, as needed, in order to conduct specific aspects of the Joint Subcommittee's business. A working group may be created for a specific purpose, and shall be dissolved once that purpose has been accomplished.

Size Less than Quorum; Chair Designation Optional.

(B) The Joint Subcommittee shall determine the size of a working group, which shall be less than a quorum of the Joint Subcommittee. A working group may designate a chair, with the working group members' consent, but is not required to do so.

Not Subject to TOMA.

(C) A working group does not have a quorum requirement, and is not required to post or hold its meetings in accordance with the Texas Government Code, Chapter 551 (Texas Open Meetings Act).

**ARTICLE 8.
AMENDMENT OF BYLAWS**

These bylaws may be amended, modified, or repealed in whole or in part at any regular meeting of the Joint Subcommittee by a vote of at least two-thirds of the number of Joint Subcommittee members, excluding any vacancies.

CERTIFICATION

I hereby certify that these bylaws were duly adopted by the members of the Joint Subcommittee, at its meeting held on this the _____ day of the month of _____, 2018.

Presiding Officer

