

## Committee Chair Responsibilities

### Ensure compliance with City Code

- Ensure compliance with Texas Open Meetings Act
- Coordinate with staff liaison to post agendas 72 hours in advance
- A quorum must be present to conduct committee meetings
  - A quorum of the committee is at least three committee members.
  - No more than five commission members may attend a meeting.
- The EC Bylaws include all established committees and their duties. These duties must be approved by the Council Audit and Finance Committee.
- The Committee Chair is responsible for completing and presenting annual reports to the full Commission and filing the report with the Office of Chief Clerk and the Watershed Protection Department **on or before January 31<sup>st</sup> each year.**
  - It is the full responsibility of the Committee Chair to complete this report.  
The report must include the following:
    - (1) 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
    - (2) the board's goals and objectives for the new calendar year.
- After a meeting has been held, it is the responsibility of the committee chair to provide a report on the issues the committee is working on during the Environmental Commission Committee Reports each meeting.

### Meeting requirements

- Per City Code, committees must meet on a regularly scheduled basis **at least quarterly.**
- It is the responsibility of the Committee Chair to request these meetings to be scheduled.
- In order to provide adequate scheduling time and posting requirements, please comply with the following deadlines:
  - 3 weeks in advance, contact the liaison to schedule the meeting & notify liaison of draft agenda items.
  - At least 10 days before the meeting, review and approve the final agenda with the staff liaison.

### Committee Recommendations

- If a recommendation is passed during a committee meeting, provide the completed motion form to the staff liaison before the end of the committee meeting.
  - Writing must be complete and legible & recommendations must be read into the record during the meeting.

- It is important that recommendations are uploaded to the Environmental Commission website as soon as possible.
- Within 24 hours, the liaison will email a draft copy of the typed recommendation to the committee Chair. Respond with corrections &/signature within 24 hours if possible.

#### **Purview of Commission Chair**

- The Environmental Commission Chair has the authority to appoint & remove members on standing committees.
- If a committee chair is not carrying out their stated duties, the Environmental Commission Chair may consider a replacement committee chair.
- If a committee is having attendance issues with members not attending, the Environmental Commission Chair will be notified to discuss whether replacements are necessary.