

**BYLAWS OF THE
AUSTIN/TRAVIS COUNTY PUBLIC HEALTH COMMISSION**

ARTICLE 1. NAME.

The name of the board is Austin/Travis County Public Health Commission.

ARTICLE 2. DEFINITIONS

Public health is “the science and art of preventing disease, prolonging life, and promoting health through the organized efforts and informed choices of society, organizations, public and private communities, and individuals.” — CEA Winslow.

See additional terms defined in the Austin – Travis County Public Health Commission General Provisions attached hereto as Exhibit 1 and incorporated into these Bylaws as if fully set forth below. In the case of a conflict between these Bylaws and the General Provisions, the provisions of the Bylaws shall prevail.

ARTICLE 3. PURPOSE AND DUTIES.

The global COVID-19 pandemic illustrates the importance of having policy, plans, programs and operations ready to address public health crises at a national, state and local level. The pandemic also reveals the importance of collaborative efforts to support public health and prioritize addressing health disparities as a central goal. The purpose of the joint Austin/Travis County Public Health Commission (the “Commission”) is to:

1. Explore the best/evidence-based public health practices for areas that need improvement and provide recommendations.
2. Provide an annual recommendation for the Austin City Council (“Council”) and the Travis County Commissioners Court (“Commissioners Court”) regarding action on the improvement of overall public health programs, projects, and services within the governing entities in the city and county.
3. Work to inform strategies that address health disparities that impact health outcomes for underserved patients and populations.
4. Gather input from the community on budget and programing recommendation to share with policy makers and health agencies annually; and
5. Report periodically to the Public Health Committee of the Council and to the Commissioners Court (or appropriate committee).

ARTICLE 4. MEMBERSHIP.

(A) The Commission shall be composed of a balanced and diverse membership that represents a broad range of health and human services interests and lived experiences. The Commission is composed of

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1 nine (9) members and four (4) ex-officio members representing Central Health, Austin Public Health,
2 Travis County Health and Human Services, and Austin/Travis County Health Authority. The
3 members shall be nominated by the ex officio members and approved by the Council and the
4 Commissioners Court.

- 5 1. If an ex-officio member is unable to attend a meeting, that member may designate an
6 executive-level alternate to attend the meeting in their place.

7
8 Appointed members serve for a two-year term after the foundational year of appointment in 2023.
9 To stagger the terms, after assuming office in 2023, four selected members will serve a two-year
10 term with an additional maximum of two consecutive two-year terms; and five selected members
11 will serve a three-year term with an additional two-year term. After these initial terms have expired,
12 the subsequent terms of each member shall not exceed the maximum of three consecutive two-year
13 terms or not more than eight years.

- 14
15 (B) An individual Commission member may not act in an official capacity except through the action of
16 the Commission.
- 17
18 (C) A Commission member who is absent for two consecutive regular meetings or one-half of all
19 regular meetings in a “rolling” twelve-month timeframe automatically vacates the member’s
20 position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply
21 to an absence due to illness or injury of the Commission member, an illness or injury of a
22 Commission member’s immediate family member, active military service, or the birth or adoption
23 of the Commission member’s child for 90 days after the event. The Commission member must
24 notify the staff liaison of the reason for the absence not later than the date of the next regular
25 meeting of the Commission. Failure to notify the liaison before the next regular meeting of the
26 Commission will result in an unexcused absence.
- 27
28 (D) At each meeting, each Commission member shall sign an attendance sheet which indicates that the
29 member does not have a conflict of interest with any item on that agenda or identifies each agenda
30 item on which the member has a conflict of interest. Failure to sign the sheet results in the member
31 being counted as absent and his/her votes are not counted.
- 32
33 (E) A member who seeks to resign from the Commission shall submit a written resignation to the chair
34 of the Commission, the staff liaison, or the city clerk’s office. If possible, the resignation should
35 allow for a thirty-day notice so the ex-officio members can nominate a replacement subject to
36 approval by the Council and the Commissioners Court.

37 38 **ARTICLE 5. OFFICERS.**

- 39
40 (A) The officers of the Commission shall consist of a chair and a vice-chair.
- 41
42 (B) Officers shall be elected annually by a majority vote of the Commission at the first regular meeting
43 after April 1st. In the event a current officer becomes ineligible to serve as an officer, the
44 Commission may hold an emergency election as needed.
- 45
46 (C) The officers’ term of office shall be one year, beginning May 1st and ending April 30th. An officer
47 may continue to serve until a successor is elected. A person may not serve as an officer in a
48 designated position of the Commission for more than three consecutive one-year terms. A person

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1 who has served as an officer of the Commission for three consecutive terms is not eligible for re-
2 election to that particular office until the expiration of two years after the last date of the person's
3 service in that particular office. The Commission may override the term limit provision for an
4 officer by an affirmative vote of two-thirds of the Commission members.

- 5
6 (D) A member may not hold more than one office at a time.

7
8 **ARTICLE 6. DUTIES OF OFFICERS.**

- 9
10 (A) The chair shall preside at Commission meetings, appoint members to all committees, represent the
11 Commission at ceremonial functions and approve each final meeting agenda.
12
13 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

14
15 **ARTICLE 7. AGENDAS.**

- 16
17 (A) Two or more Commission members may place an item on the agenda by oral or written request to
18 the staff liaison at least five days before the meeting. After first consulting with and receiving input
19 from the staff liaison, the chair shall approve each final meeting agenda.
20
21 (B) The staff liaison shall submit the meeting agenda through the online agenda posting system for each
22 meeting not less than 72 hours before the meeting.
23
24 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
25 Meetings Act).

26
27 **ARTICLE 8. MEETINGS.**

- 28
29 (A) The Commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open
30 Meetings Act).
31
32 (B) Commission meetings shall be governed by Robert's Rules of Order.
33
34 (C) The Commission shall meet no less than quarterly each year. In November of each year, the
35 Commission shall adopt a schedule of the meetings for the upcoming year, including makeup
36 meeting dates for the holidays and cancelled meetings.
37
38 (D) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
39 or more members. The call shall state the purpose of the meeting. A Commission may not call a
40 meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule,
41 more often than once a quarter, unless the meeting is required to comply with a statutory deadline
42 or a deadline established by Council or the Commissioners Court.
43
44 (E) A majority of appointed voting members constitutes a quorum. A majority of appointed members
45 necessary to provide a quorum may be accomplished through physical or virtual attendance at a
46 meeting to conduct business unless otherwise prohibited by law.
47

- 1 (F) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
2 then the meeting may not be held.
3
4 (G) To be effective, a Commission action must be adopted by an affirmative vote of the number of
5 members necessary to provide a quorum.
6
7 (H) The chair has the same voting privileges as any other member.
8
9 (I) The Commission shall allow citizens to address the Commission on agenda items and during a
10 period set aside for citizen communications. The chair may limit a speaker to three minutes.
11
12 (J) The staff liaison shall prepare the Commission minutes. The minutes of each Commission meeting
13 must include the vote of each member on each item before the Commission and indicate whether a
14 member is absent or failed to vote on an item.
15
16 (K) The city clerk shall retain agendas, approved minutes, internal review reports, and bylaws. The
17 Liaison from Austin Public Health shall retain all other Commission documents. The documents
18 are public records under Texas Local Government Code Chapter 552 (Texas Public Information
19 Act).
20
21 (L) The chair shall adjourn a meeting not later than 10 p.m., unless the Commission votes to continue
22 the meeting.
23
24 (M) Each person and Commission member attending a Commission meeting should observe decorum
25 pursuant to Section 2-1-48 of the City Code.
26
27 (N) A member of the public may not address the Commission at a meeting on an item posted as a
28 briefing.
29

30 **ARTICLE 9. COMMITTEES/WORKING GROUPS.**

31 **COMMITTEES**

- 32
33
34 (A) The Austin/Travis County Public Health Commission may create a committee(s) from its
35 membership to aid the commission in carrying out its purpose.
36
37 (B) Each committee must be established by an affirmative vote of the Commission. A committee
38 cannot meet until its creation is approved by the Council Audit and Finance Committee and
39 Commissioners Court. Each committee shall consist of at least three Commission members
40 appointed by the chair. A staff member shall be assigned to each committee by the director of
41 Austin Public Health.
42
43 (C) The Commission chair shall appoint a Commission member as the committee chair, with the
44 members' consent.
45
46 (D) A majority of the total number of appointed committee members constitutes a quorum.
47
48 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.

- 1
2 (F) Each committee shall make an annual report to the Commission at the January Commission
3 meeting.
4
5 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
6 (Texas Open Meetings Act).
7
8 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall
9 indicate that the member has no conflict of interest with any item on the committee meeting agenda,
10 or identify each agenda item on which the member has a conflict of interest.
11

12 **WORKING GROUPS**

- 13
14 (A) The Commission can determine the size of a working group but the number of Commission
15 members serving on the working group must be less than a quorum of the Commission.
16
17 (B) A working group may designate a chair, with the members' consent, but is not required to do so.
18
19 (C) Quorum requirements do not apply to working groups.
20
21 (D) Staff support will not be provided for working groups.
22
23 (E) Working groups are not required to post their meetings by the Texas Government Code Chapter
24 551 (Texas Open Meetings Act).
25

26 **ARTICLE 10. PARLIAMENTARY AUTHORITY.**

27
28 The rules contained in the current edition of Robert's Rules of Order shall govern the Commission
29 in all cases to which they are applicable, except when inconsistent with these bylaws or with special
30 rules of procedure which the Commission, Commissioners Court, or Council may adopt.
31

32 **ARTICLE 11. AMENDMENT OF BYLAWS.**

33
34 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee
35 and Commissioners Court.
36

37
38 The bylaws were approved by the _____ (*insert - Commission name*) at
39 their meeting held on _____ (*insert - month date, year*).
40

41
42
43 _____
44 (*Signature of Executive or Staff Liaison*)

(*Insert - Title -- Executive or Staff Liaison*)

**AUSTIN-TRAVIS COUNTY
PUBLIC HEALTH COMMISSION
GENERAL PROVISIONS**

1 DEFINITIONS.

- 1.1 **COMMISSION** means the Austin-Travis County Public Health Commission as described in the resolutions approving the formation of the Commission by the City of Austin and Travis County.
- 1.2 **COMMISSION MEMBER** means a member appointed by the City of Austin and Travis County in accordance with the process outlined in this document.
- 1.3 **COMMITTEE** means a body of commission members established by an affirmative vote of the commission, consisting of at least three commission members, to which the commission has delegated a defined matter, or matters.
- 1.4 **WORKING GROUP** means a body of persons which may include commission members and non-commission members established by an affirmative vote of the commission, consisting of less than a quorum of the commission, to which the commission delegates a defined matter, or matters, for consideration and recommendation to the commission. A working group is automatically dissolved after it reports its recommendations to the commission.

2 COMMISSION COMPLIANCE WITH OPEN GOVERNMENT.

- 2.1 The commission and its committees shall comply with chapter 551 (*Open Meetings Act*). This subsection does not apply to working groups.

3 QUORUM AND ACTION.

- 3.1 A majority of the total number of authorized commission members constitutes a quorum for the conduct of business. For example, if the commission is comprised of nine members, five commission members constitute a quorum.
- 3.2 A commission action must be adopted by an affirmative vote of the number of members necessary to provide a quorum. For a nine-member commission, a commission action must be adopted by an affirmative vote of the majority of commission members.

- 3.3 The number of members necessary to provide a quorum may be accomplished through physical or virtual attendance at a meeting to conduct business, unless otherwise prohibited by law.

4 STAFF SUPPORT.

- 4.1 Austin Public Health provides staff support for the commission and all associated committees of the commission.

5 MEMBER ELIGIBILITY REQUIREMENTS AND REMOVAL.

- 5.1 A commission member is nominated by the Ex Officio members of the Public Health Commission. Members are approved by the governing bodies that appoint the commission members.
- 5.2 A person who is registered or is required to register as a lobbyist under the Austin City Code Chapter 4-8 (*Regulation of Lobbyists*) or who is employed by a person registered or required to register under that chapter is not eligible to serve on a commission until the expiration of three years after the date that the person ceases to be registered, required to be registered, or employed by a person registered or required to register.
- 5.3 To be eligible for appointment to the commission, a person must file a written application.
- 5.4 After a person is appointed to the commission, the person is eligible to begin service after the person signs a written acknowledgment stating that the person:
 - 5.4.1 took the oath associated with the position;
 - 5.4.2 received a copy of and agreed to comply with the City of Austin's ethics and personal responsibility guidelines; and
 - 5.4.3 completed a Travis County Affidavit of Eligibility.
- 5.5 To maintain eligibility, a commission member must:
 - 5.5.1 complete the commission training required by Section 7 (*Training*);
 - 5.5.2 comply with the attendance requirements of Section 9 (*Attendance Requirements And Automatic Vacation*).
 - 5.5.3 Must reside in the City and the County or solely within the County for the duration of their membership on the Commission.

- 5.6 A person may not serve on more than one City-established commission simultaneously, except as a representative of another commission or as required by federal or state law or City ordinance or resolution.
- 5.7 A commission member who becomes ineligible to serve under federal or state regulation may not continue to serve even though a successor has not been appointed.
- 5.8 A commission member may be removed at any time by an affirmative vote of the majority of the governing body that appointed that commission member.
- 5.9 Unless otherwise provided by these general provisions, a City, County, or Central Health employee may not serve as a voting member of commission if:
- 5.9.1 the employee is classified at the executive level;
 - 5.9.2 the employee is required to file an annual financial statement;
 - 5.9.3 the employee serves as staff to an elected official to either governing body;
 - 5.9.4 the employee makes policy or budgetary decisions;
 - 5.9.5 the City employee works for the Law Department, the Financial Services Department, the Purchasing Department, or the County employee works for the County Attorney, Planning and Budget Office, or the Purchasing Office of Travis County.

6 MEMBERSHIP TERM AND LIMITATION.

- 6.1 A commission member is appointed for a term of up to two years beginning March 1st and expires on February 28th of the following year.
- 6.2 The term of a commission member appointed to fill an unexpired term shall expire on the expiration date of the term they were appointed to replace.
- 6.3 Except as provided in Subsection 6.4, a commission member may not serve longer than six consecutive years on the commission.
- 6.4 A commission member who has served six years on the commission is not eligible for reappointment until the expiration of two years after the last date of the member's service on the commission.

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7 TRAINING.

- 7.1 A commission member who does not comply with the training requirements automatically vacates their position, subject to the hold over provision in Section 10 (*Vacancy and Hold Over Capacity*).
- 7.2 Each commission member must complete a commission course developed by staff not later than the 90th day after the date of the member's appointment or reappointment. The training shall include:
 - 7.2.1 a review of a commission member's personal and ethical responsibilities;
 - 7.2.2 the role of council and staff and the council-manager form of government;
 - 7.2.3 the role of advisory commissions in making recommendations and advising City Council and Travis County Commissioners Court;
 - 7.2.4 commission procedures, including attendance and quorum;
 - 7.2.5 Government Code Chapter 551 (*Open Meetings Act*), Robert's Rules of Order, and Americans with Disabilities Act requirements; and
 - 7.2.6 conflict resolution; and
 - 7.2.7 the use of a City e-mail account for commission-related business.
- 7.3 Communications Using Electronic Devices
 - 7.3.1 This section does not apply to voice communications. This section does not allow voice communications that are prohibited by Texas Government Code, Chapter 551 (*Open Meetings Act*)
 - 7.3.2 The City Clerk for the City of Austin (city clerk) shall establish and maintain an electronic mail (e-mail) system for the use of commission members in conducting commission business. The city manager shall provide the necessary technical support.
 - 7.3.3 Except as provided in this subsection, a commission member shall use the City e-mail account provided by the city clerk under this section for all communications using an electronic device to transmit text related to the member's service as a commission member.

- 7.3.3.1 Before the city clerk may furnish a City e-mail account to a commission member, the commission member must receive training on the use of the City e-mail account and accept the terms of a user agreement to be prescribed by ordinance.
- 7.3.3.2 If a commission member receives a communication related to their service as a commission member on a non-City e-mail account, the commission member shall promptly forward the communication to the City e-mail account furnished to the commission member.
- 7.3.3.3 A commission member who does not comply with the training requirement in this section or does not accept the terms of the user agreement, may not have access to a City e-mail account. A commission member who does not have access to a City e-mail account may not use electronic devices to transmit text related to commission business. This does not prohibit the commission member from responding on a non-City email account to a communication initiated by a City employee who is assigned to support a commission as a job duty.

8 CONFLICT OF INTEREST.

- 8.1 This section is cumulative of Austin City Code Chapter 2-7 (*Ethics And Financial Disclosure*) and Local Government Code Chapter 171 (*Regulation Of Conflicts Of Interest Of Officers Of Municipalities, Counties, And Certain Other Local Governments*). Under this section a commission member has a conflict of interest if the City Code, Travis County policy, or another law prohibits the commission member from taking action on a vote or decision before the commission.
- 8.2 At each meeting, a commission member shall sign an attendance sheet and shall indicate:
 - 8.2.1 that the commission member has no conflict of interest related to any item on the agenda; or
 - 8.2.2 the number of an agenda item for which the commission member has a conflict of interest.
- 8.3 At each meeting of a committee to which a commission member is appointed, a committee member shall sign in on a sheet provided and shall indicate:

- 8.3.1 that the committee member has no conflict of interest related to any item on the committee meeting agenda; or
- 8.3.2 the number of an agenda item for which the committee member has a conflict of interest.
- 8.4 Failure by a member to comply with Subsections 8.2 and 8.3 results in that member being counted as absent from the commission meeting; such an absence is an unexcused absence. Any vote or votes cast by a member who fails to comply with Subsections 8.2 or 8.3 are not counted at the commission or committee meeting at issue.

9 ATTENDANCE REQUIREMENTS AND AUTOMATIC VACATION.

- 9.1 Except as provided in Subsection 9.2, a commission member automatically vacates the commission position if the commission member is absent for two consecutive regular meetings or one-half of all regular meetings in a rolling 12-month period, subject to the hold over provision in Section 10 (*Vacancy and Hold Over Capacity*). Attendance by a commission member at committee meetings and working group meetings is not considered for purposes of determining the commission member's compliance with attendance requirements.
- 9.2 Subsection 9.1 does not apply to an absence due to the following:
 - 9.2.1 the commission member's illness or injury;
 - 9.2.2 the illness of or injury to a member of the commission member's immediate family;
 - 9.2.3 the birth or adoption of the commission member's child, for 90 days after the birth or adoption; or
 - 9.2.4 active military service.

The commission member must notify the staff liaison of one of these stated reasons for the absence not later than the date of the next regular meeting of the commission. For an absence due to the birth or adoption of the commission member's child, the commission member must notify the staff liaison not later than the date of the next regular meeting after the birth or adoption.

- 9.3 The Austin Public Health staff which are assigned to provide staff support to the commission shall keep attendance records and notify the city clerk,

Travis County HHS Executive, and Travis County Intergovernmental Relations Officer if a commission member fails to comply with attendance requirements.

- 9.4 The city clerk and the Travis County HHS Executive shall notify the approving governing bodies if a commission member's attendance record creates an automatic vacancy that requires a new appointment.

10 VACANCY AND HOLD OVER CAPACITY.

- 10.1 A commission member whose term has expired continues to serve in a hold-over capacity until the earlier of the date a successor is appointed and qualified to fill the position or the 60th day after the term expiration date.
- 10.2 A commission member who automatically vacates his position under Section 7 (*Training*) may maintain eligibility without the need for reappointment:
 - 10.2.1 if, not later than the 30th day after the applicable deadline, the member completes the eligibility requirement; and
 - 10.2.2 the member continues to serve in a hold-over capacity until the earlier of the date a successor is appointed and qualified to fill the position or the 60th day after the expiration of the applicable deadline.
- 10.3 A commission member who vacates a commission position under Section 9 (*Attendance Requirements and Automatic Vacation*) continues to serve in a hold-over capacity until the earlier of the date a successor is appointed to fill the position or the 60th day after the date the city clerk or County Executive HHS notifies the approving governing body that the commission member's attendance record created an automatic vacancy that requires appointment of a new member.

11 COMMISSION AUTHORITY AND ACTION.

- 11.1 The commission serves only in an advisory capacity to the Austin City Council and Travis County Commissioners Court, unless granted specific authority by both the Austin City Council and Travis County Commissioners Court.
- 11.2 An individual commission member may not act in an official capacity except through the action of a majority of the commission.
- 11.3 The commission must make a recommendation to the Austin City Council and Travis County Commissioners Court not later than the 90th day after

the Austin City Manager and County Judge have referred an item to the commission for review. If the commission does not act timely as required under this subsection, the Austin City Manager and County Judge may forward an item to the Austin City Council and Travis County Commissioners Court without a commission recommendation.

- 11.4 If granted specific authority in accordance with Section 11.1, the commission must do so not later than the 90th day after the Austin City Manager and County Judge have referred an item to the commission for action. If the commission does not act timely as required under this subsection, the Austin City Manager and County Judge may forward an item to the Austin City Council and Travis County Commissioners Court without a commission action.

12 OFFICERS AND COMMITTEES.

- 12.1 The commission shall annually select from its membership a chair and any additional officers that the commission finds appropriate.
- 12.2 A commission member may not serve as an officer in a designated position of the commission for more than three consecutive one-year terms. A commission member who has served as an officer in a designated position of a commission for three consecutive terms is not eligible for re-election to that designated office until two years after the last date of the commission member's service in that office, unless, the commission votes to reelect the commission member to that designated office for an additional term by a two-thirds vote. For a nine-member commission, six members constitute a two-thirds vote.
- 12.3 The commission may create a committee from its membership to aid the commission in carrying out its purpose, in accordance with the procedures outlined in its bylaws. A commission may not designate or appoint a non- member to serve on a committee. A commission may not create a joint committee with another commission unless directed by a formal action of the City Council or Commissioners Court to do so.
- 12.4 In lieu of creating a committee, a commission may create a working group to consider a defined matter or matters and report its findings and recommendation to the commission. A working group is not required to comply with Government Code Chapter 551 (Open Meetings Act) or to keep minutes of its meetings.

13 MEETING REQUIREMENTS. *(Need to establish meeting location.)*

- 13.1 The commission shall meet not less often than quarterly. The commission shall annually approve a regular meeting schedule and file the schedule

with the city clerk. The commission may only call one special meeting each quarter in addition to its regularly scheduled meetings unless the unscheduled meeting is required to comply with a statutory deadline or a deadline established by Austin City Council or Travis County Commissioners Court.

- 13.2 Each commission meeting agenda shall provide for citizen communication.
- 13.3 A commission liaison shall submit a meeting agenda through the city's on-line agenda posting system and the County Judge's office for each meeting.
- 13.4 The city clerk shall post each commission meeting agenda and keep a record of postings for all commission meetings.
- 13.5 The commission and each committee shall keep and post minutes of its meetings on the designated on-line system. The minutes shall:
 - 13.5.1 list the members in attendance;
 - 13.5.2 state the subject of each deliberation; and
 - 13.5.3 indicate each vote, recommendation approved, or other action taken.
- 13.6 After first consulting with and receiving input from the staff liaison, the commission chair shall approve each final meeting agenda prior to posting. Two or more commission members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting.

14 MEETING PROCEDURES.

- 14.1 Commission meetings are governed by Robert's Rules of Order and the bylaws of the commission.
- 14.2 The commission shall adopt commission bylaws. A commission meeting may not extend beyond 10:00 p.m., unless the commission votes to continue.

15 FAILURE TO MEET.

- 15.1 The Austin Public Health Department employee who is assigned to provide staff support to the commission shall notify the city clerk and

County Executive HHS if the commission fails to post notice of and conduct a meeting for six months.

- 15.2 The Austin City Clerk and County Executive HHS shall send written notice to the Austin City Council and the Travis County Commissioners Court of the commission's failure to convene for six months. The city clerk shall make a recommendation to the Austin City Council on whether to continue the commission within 60 days of receiving notice under this subsection. The County Executive HHS shall make a recommendation to the Travis County Commissioners Court on whether to continue the commission within 60 days of receiving notice under this subsection. The commission shall not be dissolved unless both the Austin City Council and the Travis County Commissioners Court vote to dissolve it.

16 ANNUAL INTERNAL REVIEW AND REVIEW REPORT.

- 16.1 Each calendar year, the commission chair must conduct an internal review of the commission and prepare an internal review report using the template provided by the staff liaison. The internal review report must be filed with APH & Travis County HHS by March 31 of each year.
- 16.2 The report must include the following:
 - 16.2.1 a statement of the commission's mission and a description of the commission's actions in furtherance of that mission during the previous calendar year; and
 - 16.2.2 the commission's goals and objectives for the new calendar year.

17 DISSOLUTION.

- 17.1 The Austin City Council and Travis County Commissioners Court may vote to dissolve the commission at any time.
- 17.2 If abolished by the Austin City Council and the Travis County Commissioners Court, the commission may continue in existence for a period not more than 30 days after the effective date of the last action to dissolve, for the limited purpose of making recommendations to the City Council and Commissioners Court on the conclusion of matters pending before the commission.

18 RULES OF ORDER.

- 18.1 Each person and commission member attending a commission meeting should observe decorum. A person or commission member should not speak out of turn, use disparaging or abusive language, or

make threats of violence against any other person during a commission meeting.

18.2 The presiding officer:

18.2.1 should maintain order;

18.2.2 should exercise the officer's authority impartially; and

18.2.3 may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.