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**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

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

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*)