Austin

MWBE Advisory Committee Refresher

Austin Small and Minority Business Resources | October 2026

Introduction

To outline the MWBE Advisory Committee’s mission and bylaws, reaffirm member roles and expectations, review core processes such as meetings, attendance, and reporting, and clarify the committee’s structure, communication methods, and outreach efforts.

Purpose and Duties

- Review the MBE/WBE goal attainment report
- Recommend changes to City code provisions, adopted rules and regulations, and program operations.
- Identify any gaps, challenges, or areas needing improvement.
- Ensure the program remains effective, transparent, and responsive to the community's needs while maintaining compliance with legal requirements.
- Attend SMBR events, whenever possible, that support minority-, women-, and small-business communities. *(Beware of a quorum)*
- Communicate and promote awareness of the SMBR's program, including its events, initiatives, and benefits.

Membership

- This board consists of 11 members appointed by the City Council.
- Members serve at the pleasure of the City Council.
- Members serve four-year terms beginning March 1st of the appointment year.
- Members may serve up to two terms, for a total of 8 years, whether consecutive or not.
- City Council action is required for any member to serve beyond 8 consecutive years.
- Individual members may not act or speak on behalf of the board unless authorized by a majority vote that specifies what they may speak on or do.
- A member automatically vacates their position if they miss three consecutive meetings or one-third of meetings in 12 months, unless the absence qualifies for an approved exception (illness, family illness, military service, birth/adoption). The member must notify the staff liaison before the next meeting for the absence to be excused.

Membership (cont.)

- Members must confirm attendance at each meeting and declare any conflicts of interest; failure to do so results in being marked absent and votes not being counted.
- Attendance is sent to the City Clerk's Office quarterly.
- Members wishing to resign must submit a written resignation to the Chair, staff liaison, or City Clerk's Office, preferably with 30 days' notice to allow time for a replacement appointment.
- Encourage members to recommend candidates to fill committee vacancies.

Membership

SERVICE TERM EXPIRATION

February 2027	February 2029
• Lena Banks (D1) • Janel Austin (D3) • Sherice Williams (D8) • Amin Dhukka (D9) • **Vacant (D5)**	• J.R. Gonzales (D2) • Roberta Johnson (D6) • Nabiha Hassan (D7) • Ahmed Moledina (D10) • Elizabeth Monteleone (Mayor) • **Vacant (D4)**

Council Member's appointees may have terms ending at different times, but the dates align with the standard 4-year term structure

Membership (cont.)

Reappointment

- Member must reapply for reappointment when:
  - First term expires or the Council member that appointment them leaves office.
  - Member must complete the application to reapply for reappointment.
- Once reappointed, the member must sign a new Oath of Office Acknowledgment and complete a refresher training within 90 days to finish recertification.
- If members fail to complete recertification by the 90 days, then the staff liaison will be notified and that seat will become vacant.

Officers

- The two officers for this board are Chair and Vice-Chair.
- Officers are elected annually by majority vote at the first regular meeting after April 1st.
- Emergency elections may occur if an officer becomes ineligible.
- Officer terms are one year, from May 1st to April 30th, officers may continue serving until a successor is elected.
- Officers may serve up to four consecutive one-year terms in the same role.
- After four terms, they must wait two years before being eligible again.
- Term limits may be overridden with a two-thirds board vote.

Duties of Officers

- The Chair shall:
  - Lead board meetings
  - Preside in person at all board meetings
  - Appoint members of working groups and committees with input from members
  - Complete Annual Report and Review by July 31st (earlier if presenting at the July meeting)
  - Represent the board at ceremonial functions
  - Approve each final meeting agenda
- If the Chair is absent, the Vice-Chair assumes Chair duties.
- If both are absent, the most senior member assumes Chair duties.

Agendas

- The staff liaison must post the agenda at least 4 business days before the meeting or the meeting must be cancelled.
- Agenda posting must comply with the Texas Open Meetings Act.
- Future agenda items will be discussed and agreed upon at each meeting.

Meetings

- Meetings follow the Texas Open Meetings Act and Robert's Rules.
- All attendees must follow decorum rules.
- Regular monthly meetings schedules are adopted in November.
  - Discuss the best date, time, and location at an October meeting
- Special called meetings are meetings not listed on the approved regular meeting schedule.
  - The Chair may call a special meeting, or the Chair must do so if three members request it.
  - The call must state the purpose.
  - Special meetings are limited to one per quarter, unless required by a statutory or Council deadline.
- Board actions pass only with a yes vote equal to the quorum number.

Meetings (cont.)

- Quorum is 6 members.
- If a quorum or the Chair is not present within 30 minutes, the meeting must be canceled.
- Join 10–15 minutes early to avoid delays.
- Commissioners may not join by phone.
- The Chair takes roll call at the beginning of each meeting
- Cameras must remain on, members without video are counted absent until reconnected.
- If quorum is lost, the meeting pauses until the 6th member rejoins on camera.
- Text the staff liaison after 5:30pm if assistance is needed.

Meetings (cont.)

Public Communications

- Public speakers may participate in person or by phone only.
- Each speaker gets 3 minutes.
- Remote speakers must register by phone by 12:00pm the day before the meeting.
- In-person speakers may sign up until 15 minutes before the meeting starts.

Documentation

- City Clerk retains agendas, approved minutes, interview report reports, and bylaws.
- Staff liaison prepares meeting minutes and retains attendance sheets and all other board documents.
- All documents are public records under the Texas Public Information Act.

Committees/Working Groups

Committees

- This committee currently has no subcommittees.

Working Groups

- This committee has established the Key Performance Indicators (KPIs) Working Group led by Vice-Chair, Lena Banks.
- Working groups must include fewer board members than a quorum.
- A working group may choose a Chair, but it is optional.
- No quorum rules apply to working groups.
- Staff support is not provided for working groups.
- Working groups do not need to post meetings under the Texas Open Meetings Act.

Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

Questions

