

ORDINANCE NO. 2012-9320

Chapter 38

BOARDS, COMMISSIONS, AND COMMITTEES

Article I. General

Sec. 38-1. Definitions.

For the purposes of this chapter:

Board means a board, commission, or committee which is appointed by the mayor or the city council of the city.

City means the City of Irving, Texas.

Staff liaison means a city staff person designated by the city manager to serve as a liaison between the city and a board.

Sec. 38-2. Applicability.

The provisions of this article shall apply to all boards, unless otherwise specifically provided by this code, a city ordinance or resolution, or applicable federal or state law.

Sec. 38-3. Terms of office.

(a) Terms of office for all boards shall commence on the date of the first official city council meeting in November, and the expiration date of each term of office shall fall on the date of the first official city council meeting in November during the year in which the terms shall expire. All members shall continue to perform the duties of their appointment until their successors shall be duly appointed in accordance with the Texas Constitution.

(b) Board members' terms will not exceed three (3) consecutive, two (2) year terms or approximately six (6) continuous years. These term limits are at the discretion of the city council. If a board member serves less than a full term, that term shall not be counted in determining how many terms the member has served.

Sec. 38-4. Removal.

A board member serves at the will of the city council. A board member may be removed by the city council for any cause deemed by the city council as sufficient for removal or for no cause.

Sec. 38-5. Attendance.

If a board member is absent, without providing notice to the staff liaison, from three (3) consecutive regularly scheduled meetings or 70 percent of the regularly scheduled meetings within a twelve (12) month period, the board member shall immediately forfeit the board position. The 70 percent-rule does not apply to boards that meet less than four (4) times per year. These attendance provisions are at the discretion of the city council.

Sec. 38-6. Vacancy.

If a board member is unable to complete his or her term for any reason, the city council may appoint a person to complete the unexpired term of the vacated position.

Sec. 38-7. Service.

A person may serve on only one board at a time with the exception that the person may serve concurrently on one board and one ad-hoc committee.

Sec. 38-8. Quorum.

A majority of board members constitutes a quorum for the transaction of all matters and business.

Sec. 38-9. Meetings.

(a) Board meetings shall be held in accordance with the Texas Open Meetings Act.

(b) Each board shall hold a meeting at least once each quarter and thereafter as necessary at a place and time to be determined by the board, except as provided by subsection (c) of this section.

(c) When no apparent board business is required, the board chair may cancel a regularly scheduled meeting.

Sec. 38-10. Officers.

(a) Each board shall appoint one chair and one vice-chair to serve for a one-year term.

(b) The duties of the chair shall be to preside at all meetings of a board; to appoint committees, subcommittees, or task forces of the board; to work with the staff liaison to coordinate agendas for meetings; and to represent the board before the city council or in other capacities as required or authorized by the board.

(c) The duties of the vice-chair shall be those of the chair in the absence of the chair.

(d) The board shall elect the chair and vice-chair from its members by a majority vote at the first meeting of each calendar year or at the first meeting after appointment and qualification of its new members, whichever is first.

(e) The terms of office of the chair and vice-chair shall be for one (1) year, at which time a newly elected chair and vice-chair will assume office.

(f) If an elected officer vacates the position of chair or vice-chair for any reason prior to the end of their term of office, the board will elect, at its next regular meeting following the vacancy, another board member to fill the office. This person shall hold the position until the next regular election in accordance with subsection (d) of this section.

Sec. 38-11. Ex officio members.

The city council, if it deems desirable, may appoint ex officio, non-voting members to a board.

Sec. 38-12. Forfeiture of position.

If a board member shall become a candidate for nomination or election to any public office, the board member shall immediately forfeit the board position in accordance with Article IV, Section 8-B of the City of Irving Charter.

Sec. 38-13. Board bylaws.

- (a) Bylaws adopted by a board are not effective unless they are approved by the city council.
- (b) Board bylaws may be reviewed, altered, or amended by a majority vote of the board.
- (c) Any changes made to bylaws must be reviewed and approved by the city council.

(d) Board bylaws shall not be in conflict with the chapter or resolution creating the board and shall not be in conflict with the City of Irving Charter.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS,
on February 23, 2012.