

The City of Texas City
Keep Texas City Beautiful Committee
By-Laws

SECTION 1

AUTHORITY

Created by Resolution #, being the most prevailing resolution regarding the Keep Texas City Beautiful (KTCB) Committee.

PURPOSE OF THE KTCB COMMITTEE

Specific functions and responsibilities of the KTCB are outlined in Section 2 of this manual. The overall purposes of the Board are to:

- Determine the organization's mission and purposes
- Direct the Coordinator
- Support the Coordinator and review his or her performance (provide details to the immediate supervisor)
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Serve as a court of appeal
- Assess its own performance

OUR MISSION

To inspire and empower the citizens of Texas City to keep our community clean and beautiful.

MEMBERSHIP COMPOSITION

The Committee shall consist of the eight (8) members of the CDBG Citizen Advisory Committee, either to be a resident of the city of Texas City, or work in the city, or operate a business in the city; and shall be at least eighteen (18) years of age, and of good moral character and standing in the community. The Mayor shall be an ex-officio member of the Committee. The KTCB Committee Coordinator shall also be an ex-officio member of the Committee.

APPOINTMENT Members shall be appointed by the Mayor.

TERM OF MEMBERS Membership terms shall be one (1) year, coinciding with the member's term on the CDBG Citizen Advisory Committee.

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PRESIDING OFFICER The CDBG Citizen Advisory Committee shall annually select, by majority vote of members present, a Chairperson and a Vice Chairperson, and a Secretary. Those officers shall also serve in the same capacity for the KTCB Committee. The Chairperson may be re-elected for not more than one additional consecutive year. The Vice Chairperson shall preside at meetings in the absence of the Chairperson. The Secretary shall keep the Committee's minutes, and provide other administrative duties to facilitate its meetings, events, and projects.

MEMBERSHIP TERMINATION

Membership on the Committee may be terminated before expiration of the appointment under the following conditions:

RESIGNATION A member may submit in writing to the Coordinator's Office his or her resignation for any reason considered appropriate by the resigning member. A copy of the letter of resignation may be provided to the Committee.

FORFEITURE An appointee may forfeit his or her membership if such appointee fails to attend three (3) consecutive meetings without just cause, and /or three (3) consecutive scheduled events in a calendar year.

FILLING VACANCIES

In the event of a committee member resignation or forfeiture, the Mayor shall appoint a replacement.

MEETINGS

QUORUM Five (5) members present shall constitute a quorum for conducting official Committee business at a regular meeting. A majority vote of quorum or a majority vote of members present, whichever is greater, shall determine all Committee recommendations and actions. The Chairperson shall always have the right to vote on any item of the Committee agenda and /or convey a motion or second on any given item. A tied vote constitutes an item that is "not approved".

CITY STAFF City staff members shall provide all information required by the Committee in the conduct of its official functions and within the scope of its responsibilities.

ROBERTS RULES OF ORDER (newest version) shall be observed in the conduct of all Committee meetings.

REGULAR MEETINGS The Committee shall convene as needed, but not less than once a quarter. The date and location may be changed at the convenience of the membership or based on availability of facilities. Any semi permanent change in meeting date and time will be voted upon by the Committee membership.

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SPECIAL MEETINGS The Committee may hold such special meetings as deemed necessary in the conduct of its business. Such special meetings may be called by the Chairperson or at the request of four or more Committee Members.

PUBLIC NOTICE OF MEETINGS All meetings of the Committee shall be open to the public. The Coordinator shall ensure that notice of all meetings — citing date, time, place, and subjects to be considered — is posted on the City of Texas City's website not later than 72 hours prior to the meeting.

SECTION 2

FUNCTIONS AND RESPONSIBILITIES

GENERAL Generally, the Committee's function and responsibility is to educate and engage citizens to take responsibility for improving their community's environment. The Committee is expected to provide a link between the citizens of the community, elected officials of the City, and the professional staff of the Community Development Department. The Committee shall act in a review and advisory capacity. The Coordinator shall consider all recommendations and within the scope of the City's fiscal and management policies, and carry out such recommendations within that context and within reasonable parameters of available resources.

THE COMMITTEE'S ACTION INSTRUMENT The Committee shall express its consensus on such various questions concerning operating policies, projects and programming, budgetary considerations and other significant propositions it deems proper by way of a formal recommendation to City Commission.

COMMUNITY LIAISON

- a) It shall be the responsibility of all members of the Committee to actively seek out the opinions, needs, and desires of the public regarding recycling, solid waste reduction, beautification and litter reduction and to convey these opinions to the Committee and the Coordinator.
- b) To effectively carry out this responsibility it is necessary that all Committee Members participate as fully as possible in all Committee meetings and outside functions. The Committee Chairman and/or Secretary shall maintain a calendar of events to keep the Committee abreast of the plans and programs projected or under study.
- c) The Committee may, as it deems proper, from time to time, invite interested individuals and/or groups to attend Committee meetings and to present appropriate suggestions and/or recommendations.
- d) From these inputs, the Coordinator shall attempt to incorporate those suggestions and/or recommendations into the existing system or into future plans, providing that such suggestions or recommendations are, in the opinion of the Committee, feasible and acceptable.

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FINANCIAL REVIEW Preparation of the Keep Texas City Beautiful annual operations budget is the Coordinator's responsibility. However, prior to submittal of the budget, they will submit it to the Committee concerning the general content of the budget and programs planned to solicit the sense of the Committee regarding their budgetary suggestions.

Prior to budget submission to the Director of Community Development, the Committee will review said budget and express its approval or disapproval as it deems appropriate.

PRIVATE DONATIONS

- a) As members of the community, it is entirely proper for the members of the Committee to discuss with their friends and associates the merits of private donations to the City for planned programs including time, cash, in-kind service (i.e. labor or special skills), or other material donations. Such donations can make significant contributions to the efforts of the Committee and should be encouraged at every opportunity.
- b) The Coordinator shall keep the Committee cognizant of such projects in progress as well as possible grants opportunities to fund activities or to match such donations as may be made by others outside the organization.
- c) The Committee recognizes that there will be many competing ideas and opportunities. Insomuch as the budget is limited it will be necessary for the Committee to prioritize its' programs and activities.

ANNUAL ACTION PLAN Each year, the Committee should review the Annual Action Plan to determine which projects have been completed or are no longer necessary and if other priorities have changed. This will assist the Coordinator in the preparation of the annual report required for affiliation with Keep Texas Beautiful program, and assure that as priorities evolve in the community, they are reflected in the Annual Action Plan.

In its contacts with the public, the Committee members shall actively solicit ideas, suggestions, and recommendations regarding the type, scope, and locations of the various projects undertaken by Keep Texas City Beautiful participants.

CAPITAL IMPROVEMENTS PROGRAM

- a) From time to time, the City may prepare and offer citizens, for approval or disapproval, capital improvements bond programs. In the preparation stage of such programs, the Committee shall actively participate with the Planning, Code Enforcement and Public Works Department to ensure that those capital projects needed and desired by the various segments and groups of the community are thoroughly studied and, if feasible, included in the proposed bond program.
- b) Following formalization of the program and during the voter consideration period, the Committee shall actively seek to convey the program to the public to ensure citizen understanding of the issues if projects related to their purpose are included within the bond program.

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- c) In no way shall this section be construed as a requirement on Committee members to support a particular bond program. Rather, it is meant to encourage committee participation, either pro or con, depending on the individual dictates of conscience.

SECTION 3

ADMINISTRATIVE SUPPORT

GENERAL The Coordinator shall provide such administrative support and technical assistance as may be required by the Committee to carry out its official functions. Meeting space in the offices of the City shall be made available as needed.

PRELIMINARY ADMINISTRATIVE STAFF WORK The Coordinator's staff may provide briefing displays, project summaries, resolutions and any written material that will be helpful to the Committee in its deliberations.

REPORTS

- a) The Coordinator shall prepare an annual report of department programs, facilities and projects (CDBG CAPER). This report will be distributed to all members of the Committee. He/she will also prepare such special reports as may be requested from time to time.

PREPARATION OF AGENDA

- a) Ten (10) days prior to the regularly scheduled monthly meeting the KTCB Secretary will prepare a preliminary Committee agenda. The Secretary will contact the Chairperson to determine any other items that the Committee may wish to consider.
- b) A formal agenda will then be prepared by the Coordinator and emailed, mailed, or delivered to individual members. Any pertinent reports or summaries will be included in this package so as to ensure adequate member preparation for the meeting.
- c) Members should make contact with the Committee Coordinator or Secretary if they will not be attending. As soon as it is determined that the Committee will not have a quorum, the Coordinator alerts other Committee members who may be making arrangements to attend. Also, the posting of any Meetings shall be marked "Cancelled due to lack of Quorum" thereon, inclusive of the notice on the City's website.

MINUTES AND CORRESPONDENCE

- a) The Committee Secretary will take the minutes of all meetings and will prepare copies of same.
- b) A copy of the minutes of each meeting shall be reviewed by the Committee at the next meeting, and be acted upon by vote of the Committee.
- c) All correspondence required by the Committee will be prepared by the Committee Coordinator or their designated representative.