

# The City of Texas City

## Keep Texas City Beautiful Committee

### Bylaws

#### Authority

Created by Resolution #2022-032, being the most prevailing resolution regarding the Keep Texas City Beautiful (KTCB) Committee

#### Statement of Purpose

The primary purpose and objective of the KTCB committee 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 of Texas City, and the professional staff of the Texas City Community Development Department (TCCDD). The Committee shall act in a review and advisory capacity. The Department shall consider all recommendations 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.

#### Mission

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

#### Committee Governance and Responsibility

The committee shall be limited to five (5) members, including the Chair and Vice Chair, with one serving as presiding officer. Each committee member, including the Chair and Vice-Chair, shall serve two-year terms and may be reappointed.

The KTCB committee is comprised of Texas City residents of at least 21 years of age and is responsible for inspiring citizens to keep our community clean and beautiful. Members shall be appointed by the chief executive officer and City Commission, with consideration given to their knowledge of and interest in community development issues.

#### Chair

The committee shall elect a Chair to preside over its activities and serve as its primary representative to the TCCDD. The Chair shall be elected by committee members via popular vote following the first official meeting. In the event of a tie vote, the TCCDD shall appoint a Chair from the individuals with a tied vote count. Each Chair shall remain in the position for no more than 2 years.

#### Vice-Chair

The committee shall elect a Vice-Chair to assist the Chair in presiding over its activities and serve as its secondary representative to the TCCDD. The Vice-Chair shall be elected by committee members via popular vote following the first official meeting. In the event of a tie vote, the TCCDD shall appoint a Vice-Chair from the individuals with a tied vote count. Each Vice-Chair shall remain in the position for no more than 2 years.

#### Quorum

A simple majority of all the members of the KTCB committee shall constitute a quorum to do business.

# The City of Texas City

## Keep Texas City Beautiful Committee

### Bylaws

#### Vacancies, Resignations, and Terminations

If a member, including the Chair and Vice Chair, of the committee is absent for three (3) consecutive, regular meetings without an explanation acceptable to a majority of the committee, the seat of that committee member shall be declared vacant at the next regular KTCB meeting.

Should committee members resign before the end of their term, TCCDD will report their resignation to the City Secretary's office.

Any member may be removed from office for cause and a vote of at least two-thirds (2/3) of the current members of the KTCB.

#### Special Elections

Should the Chair or Vice-Chair resign from their position or the committee, the TCCDD shall organize a special election to replace the Chair or Vice-Chair within two weeks of the Chair's resignation. The special election may take place electronically (via email, SurveyMonkey, etc.) should a meeting not be scheduled within two weeks of the Chair's or Vice Chair's resignation.

#### Member Appointment and Replacement

The need for other members will be reviewed annually by the chief executive officer, and appropriate recommendation for their continuance made to the city commission.

#### Meetings and Logistics

The CDBG Federal Register notice requires each committee to meet biannually but may meet up to four times per year at a time and place proposed by the committee and agreed upon by the TCCDD. The TCCDD shall coordinate meeting locations and find a venue. All meetings of the KTCB shall be conducted in an open manner, with freedom of access to all interested persons. Dates, times and locations of all meetings shall be posted in a manner consistent with the Texas Open Meetings Act.

Translation services for written materials may be available via the TCCDD upon request. In order to accommodate those unable to travel, the committee shall use technological solutions such as teleconferencing software to facilitate meetings and solicit feedback as necessary.

The office of the KTCB shall be with the TCCDD.

#### Compensation

Committee members cannot be compensated for their time but can be reimbursed for expenses related to service on committee, which is permissible under Community Development Block Grant (CDBG) based programs.