HIGHLAND LAKES SUB-REGIONAL PLANNING COMMISSION

BYLAWS

Approved on April 14, 2026

1. **Introduction**. These bylaws govern the operation of the Highland Lakes Sub-Regional Planning Commission and its Board of Directors, in conjunction with the Highland Lakes Sub-Regional Planning Commission Interlocal Agreement and Articles of Formation and Texas Local Government Code Chapter 391. In the event there is a conflict between these bylaws and the Highland Lakes Sub-Regional Planning Commission Interlocal Agreement and Articles of Formation, the Agreement shall prevail. In the event that there is a conflict between the Highland Lakes Sub-Regional Planning Commission Interlocal Agreement and Articles of Formation and Texas Local Government Code Chapter 391, Chapter 391 shall prevail.

2. **Definitions**. The terms set out in italics font (*italics*) shall have the meaning subscribed to them below:

   Agreement shall mean this Highland Lakes Sub-Regional Planning Commission Interlocal Agreement and Articles of Formation.

   Board or *Board of Directors* shall mean the governing body appointed to manage, supervise, and control the affairs of the Commission.

   Board Member shall mean a member of the Board of Directors.

   Meeting means a gathering of a Quorum of the Board Members for any purpose relating to the affairs of the Commission.

   Texas Open Meetings Act shall mean the Texas Government Code, Chapter 551.

   Texas Public Information Act shall mean the Texas Government Code, Chapter 552.

3. **Board of Directors**

   (a) *Composition*. The Board shall be comprised of voting members and Ex officio members as prescribed in the Agreement.

   (b) *Compensation or reimbursement policies.* Board Members shall receive no compensation for their service.

4. **Officers**

   (a) *Required officers shall include the following*:

   - **President**. In accordance with the Agreement, the President shall be the chief executive officer and parliamentarian of the Board.
   - **Vice President**. In accordance with the Agreement the Vice President shall perform the duties of the President in the event of his or her inability or refusal to act, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

(b) *Other Officers.* The Board shall have such other officers and assistant officers as the Board may from time to time deem necessary to perform duties prescribed from time to time by the Board.

(c) *Method of election.* The Board shall elect its officers by a majority vote of those present.

(d) *Terms of office.* Unless otherwise replaced by action of the Board, an Officer under this section shall serve in such office for the remainder of his or her term as a Board Member.

(e) *Succession.* Should a Board Member be unable to continue to fulfill his or her elected Office the remaining Board Members shall elect from their membership, a replacement.

5. **Meetings**. The Board will hold regular monthly meetings for the purpose of transacting business, unless otherwise decided by a majority of the Board. The President of the Board may cancel, or reschedule, any regular monthly meeting when the President determines there is insufficient business to warrant calling a meeting and/or when the President determines doing so to be in the best interest of the Board. Special meetings of the Board may be called at the direction of the President of the Board or by two Board Members then in office, to be held at such time, day and place as shall be designated in the notice of the meeting.

(a) *Texas Open Meetings Act.* All meetings shall be conducted in accordance with the Texas Open Meetings Act, including the notice and recordation requirements.

(b) *Agenda.* Meeting Agenda shall be prepared by the Board President and posted at such time and place as required under the Texas Open Meetings Act. Any Board Member may direct that an item or items be placed on an Agenda by written notification to the Board President at least seven calendar days prior to the meeting.

(c) *Rules of procedure.* Board Meetings shall be conducted with such formality as directed by the Board President. Provided, however, in the event that a Board Member objects to any procedure, the President shall look to Robert's Rules of Order Newly Revised 12th Edition for direction, and may be overruled by majority vote of the Board Members present.

(d) Remote meetings. Meetings may be conducted by teleconference or other electronic means as permitted by the Texas Open Meetings Act.

6. **Quorum and Voting**

(a) *Quorum.* A Quorum is a majority of the appointed Board Members; provided that in no event shall a Quorum be less than three members.

(b) *Voting requirements.*

- Motions. Unless otherwise expressly required by law, a motion shall pass by majority vote of the Quorum present.
- Ties. In the case of a tie vote, a motion fails.

- Proxy. Voting by proxy is prohibited.
- Abstentions. A Board Member shall abstain from deliberation and voting on any matter for which the member is legally barred by conflict of interest or other legal reason. Otherwise, Board Members shall vote on all matters presented for vote.

7. **Committees.** The President of the Board may designate and appoint one or more advisory committees, each consisting of less than a quorum of the Board and/or members of the public. The committees may gather information, data, develop policy considerations, hold meetings with the public, and make recommendations to the Board. The designation and appointment of any such committee shall not operate to relieve the Board, or any individual director, of any responsibility imposed upon the Board by law.

8. **Conflict of Interest and Ethics**. It is the responsibility of each Board Member to comply with State Law, including, but not limited to Texas Local Government Code Chapter 171 and 176. A Board Member shall:

   (a) recuse himself or herself from any matter when the Board Member learns a conflict of interest has arisen, and shall submit an affidavit of recusal; and

   (b) not use his or her position as a Board Member to elicit or receive any gift or favor.

9. **Financial Administration**

   (a) *Fiscal year.* The Commission's Fiscal Year shall begin on October 1 and end on September 30 of the following year.

   (b) *Gifts.* The Board may accept, on behalf of the Commission, any contribution or gift from a participating governmental unit which appropriates funds to the Commission for the costs and expenses required in the performance of its purpose. The Commission may also apply for, contract for, receive, and expend for its purposes a grant or funds from a participating governmental unit or another private source.

   (c) *Budget adoption.* In the event funds are received by the Board or appropriated to the Commission, the Board shall adopt an annual budget.

   (d) *Expenditure authority.* No funds shall be expended without authorization by Board action in the form of an order or resolution.

   (e) *Contracting authority and procurements.* Any contract or procurement must be authorized by Board action in the form of an order or resolution; and comply with governmental procurement procedures prescribed by the Texas Local Government Code or Texas Government Code.

10. **Records and Transparency**

   (a) *Public records.* Commission records are subject to the requirements of the Texas Public Information Act.

   (b) *Meeting minutes.* Meeting minutes shall be taken and retained in accordance with the requirements of the Texas Open Meetings Act.

(c) *Access to records.* Public records shall be accessible to members of the public to the extent required by the Texas Information Act.

(d) *Retention schedules.* Public records shall be retained in accordance with the State required retention schedule.

11. Policies and Procedures

(a) *Adoption of supplemental policies.* The Board may adopt additional policies and procedures it deems necessary for the effective and efficient operation of the Commission provided that any such policy is consistent with State law and the terms of the Agreement.

12. **Amendments**. These Bylaws may be amended, revised, repealed, or modified upon the affirmative vote of a majority of the Board and approval of the Burnet County Commissioners Court.

13. **Dissolution**. The Commission may only be dissolved by the participating government units in accordance with the provisions of the Agreement. Such agreement of dissolution shall address all matters relating to the dissolution of the Commission, including disposition of assets, if any.

CERTIFICATION BY THE BOARD

As President of the Board, I , Damon Beierle, do hereby certify that the foregoing Bylaws constitute the Bylaws of the Commission. These Bylaws were duly adopted at a meeting of the Board held on the 2nd day of April, 2026.

Damon Beierle, President

CERTIFICATION BY BURNET COUNTY

I certify, as the County Judge of Burnet County that the foregoing Bylaws were duly approved at a meeting of the Burnet County Commissioners Court held on the 14th day of April, 2026.

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Bryan Wilson,
Burnet County Judge

ATTEST:

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Vicinta Stafford,
Burnet County Clerk