



Advisory Committee Procedures under the Open Meetings Act

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City Council Meeting
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Summary

- Question

- Does the City Council want to adopt an ordinance prescribing advisory committee procedures under the Open meetings act and a rule for absentee members?

- Options

- Adopt an ordinance
- Allow advisory committees not to follow the open meeting act requirements
- Continue with long-standing practice

- Declaration

- The City Council's Discretion

Purpose

- Is to provide guidance to the advisory committees regarding the open meetings act requirements and to provide a provision to remove committee members for missing meetings.

Background

- It has been a long-standing practice that all committees, boards, or commissions follow the open meetings requirements
- At the December 6, 2022, City Council meeting the council voted to not require the members of advisory committees to take open meetings act training.
- As part of the discussion staff needed clarification as to what parts of the Act the Council wanted the advisory committees to participate in

Policy

Definitions

Advisory Committee - The advisory committee has no executive or administrative powers or duties with respect to the operation of the Council, and all such powers and duties rest solely with the City Council. The following committees are listed as advisory committees: Bandera Road Ground Water Plume Superfund Site Community Advisory Ground, Citizens Police Advisory Committee, Earthwise Living Committee, Economic Community Development Advisory Committee, Library Board of Trustees, Park Commission, and Tree Advisory Board.

Quorum – The majority of the appointed members.

Walking Quorum – Occurs when members of a governmental body gather in number that do not physically constitute a quorum at any one time but who, through successive gatherings, discuss a public matter with a quorum of that body without notice to the public.

Minutes – State the subject of each deliberation and indicate each vote, order, decision, or other action taken.

Policy

Procedures

- 1) All meetings of governmental bodies must be open to the public.
- 2) An advisory Committee shall give written notice of the date, time, place, and subject of each meeting.
- 3) The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting.
- 4) A municipal governmental body shall post notice of each meeting on a bulletin board at a place convenient to the public in the city hall and on the City's website.
- 5) Any action taken by the committee must be done at a meeting and voted on by a quorum of the members. Walking Quorums are prohibited.
- 6) All committees are required to take minutes and make them available to the public as soon as practicable.
- 7) It is recommended but not a requirement for members that participate on an advisory committee to take open meetings act and Public Information Act training.

Policy

- If a committee member is absent for (3) consecutive meetings, the Mayor and or two councilmembers have the privilege to add the member to a City Council agenda for possible removal.

Fiscal Impact

- none

Recommendation

- City Council's Discretion