

Ordinance Chapter 1, Sec. 1.04.003 Powers of the committee, adding a subsection prescribing committee procedures under the Open meetings act.

#### *Definitions*

- 1) *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.
- 2) *Quorum* – The majority of the appointed members.
- 3) *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.
- 4) *Minutes* – State the subject of each deliberation and indicate each vote, order, decision, or other action taken.

*Purpose* - The purpose of an advisory committee is to make recommendations to the Council on programs, rules, and/or policies affecting their area of expertise.

#### *Procedure*

- 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.

#### *Absences*

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

