



## TOWN SECRETARY

**To:** Mayor and Town Council

**From:** Michelle Lewis Sirianni, Town Secretary

**Through:** Mario Canizares, Town Manager  
Robyn Battle, Executive Director

**Re:** Ordinance Amending CEC Number of Members & Quorum

Town Council Meeting – February 13, 2024

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon an ordinance amending Division 3, "Community Engagement Committee," of Article 1.04, "Boards, Commissions and Committees," within Chapter 1 of the Town's Code of Ordinances by amending Section 1.04.039, "Number of Members," and Section 1.04.042 "Chair/Vice-Chair/quorum."

**Description of Agenda Item:**

The Prosper Town Council appointed the Community Engagement Committee (CEC) in December 2020 as an Ad Hoc Committee. The committee was comprised of eleven members with a two-year term for each with meetings held once a month. As a committee of eleven (11) members, six (6) members were needed to meet a quorum. In September 2022, the CEC was formally established as a standing committee and an Alternate position was added to the Committee.

Due to other Town boards, commissions, and committees being comprised of seven (7) members, staff is recommending reducing the number of members from eleven (11) with one Alternate to nine (9) members. By reducing the number of members appointed to the committee, it will also allow the committee to reduce the number from six (6) to five (5) to meet quorum.

The suggested amendments within the ordinance thereby include reducing the number of regular members from 11 to 9, eliminating the Alternate position, and reducing the number to constitute a quorum from 6 to 5. In addition, in Section 1.04.042 (4), the title listed will be updated from Executive Director of Community Services to Executive Director.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached ordinance as to form and legality.

**Attached Documents:**

1. Ordinance

**Town Staff Recommendation:**

Town Staff recommends the Town Council approve an ordinance amending Division 3, "Community Engagement Committees," of Article 1.04, "Boards, Commissions and Committee," within Chapter 1 of the Town's Code of Ordinances by amending Section 1.04.039 "Number of Members," and Section 1.04.042 "Chair/Vice-Chair/quorum."

**Proposed Motion:**

I move to approve an ordinance amending Division 3, "Community Engagement Committee," of Article 1.04, "Boards, Commissions and Committees," within Chapter 1 of the Town's Code of Ordinances by amending Section 1.04.039, "Number of Members," and Section 1.04.042 "Chair/Vice-Chair/quorum."