



## 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

Town Council Meeting – September 10, 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 Committee" within Chapter 1 of the Town's Code of Ordinances by amending Section 1.04.039, "Number of Members".

**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 (11) 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.

In February 2024, the Town Council reduced the number of regular members from eleven (11) to nine (9), and also eliminated the Alternate position; thereby reducing the number to constitute a quorum from six (6) to five (5). Subsequently, the amendment was not correctly codified. The current company has been notified to correct the error. In addition, to ensure this section is updated within the Code of Ordinances, the proposed ordinance addresses the error.

By the direction of the Town Council, the proposed ordinance would amend the composition of the Committee from nine (9) to eleven (11) members thereby increasing the number to constitute a quorum back to six (6) and clarify Subsection (c) of Section 1.04.039 was repealed.

**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 Committee" 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".

**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".