

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WOODCREEK, TEXAS, ESTABLISHING AN ORDINANCE REVIEW COMMITTEE; REPEALING ALL ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE.**

**WHEREAS,** The City of Woodcreek has in existence boards, commissions and committees. These entities are advisory bodies to the City Council. The boards, commissions, and committees are accountable to the City Council, and, thereby, to the electorate.

**WHEREAS,** The City of Woodcreek seeks to be inclusive and transparent regarding its business.

**WHEREAS,** The City of Woodcreek values its citizens talents, input and ideas in helping shape our city.

**WHEREAS,** The City of Woodcreek seeks to involve its citizens in their local government.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**I. FINDING OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**II. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**III. CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of this Ordinance, and any changes thereto, in the City's Code of Ordinances.

**IV. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance.

**V. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED AND APPROVED** this, the \_\_\_\_ day of \_\_\_\_\_ 2022, by a vote of \_\_\_\_  
Ayes to \_\_\_\_ Nays to \_\_\_\_ Abstentions of the City Council of Woodcreek, Texas.

**City of Woodcreek:**

By: \_\_\_\_\_  
Mayor Jeff Rasco

**Attest:**

By: \_\_\_\_\_  
Linda Land, City Secretary

## **ORDINANCE REVIEW COMMITTEE**

**§ 30.70 Popular Name**

**§ 30.71 Purpose**

**§ 30.72 Creation & Composition**

**§ 30.73 Terms, Resignation, Vacancy, & Removal**

**§ 30.74 Duties & Meetings**

**§ 30.75 Officers**

**§ 30.76 Open Meetings Act**

### **§ 30.70 Popular Name**

This subchapter shall be commonly cited as the "Ordinance Review Committee Ordinance".

### **§ 30.71 Purpose**

The purpose of this subchapter is to create an Ordinance Review Committee which shall (a) advise the governing body on the amending, creating, and rescinding ordinances; (2) secure public input in this process; and (3) promote transparency in the process of amending, creating, and rescinding ordinances. The Ordinance Review Committee shall be viewed as an independent body.

### **§ 30.72 Creation & Composition**

The Ordinance Review Committee is hereby created. The Ordinance Review Committee shall consist of seven (7) members: five (5) regular members and two (2) alternate members. Each of Woodcreek's five (5) Alderman shall make one (1) regular member appointment to the Ordinance Review Committee. The Mayor will make two (2) alternate member appointments to the Ordinance Review Committee, specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the Alderman. In the event any Alderman or the Mayor refuses to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the Governing Body. No member of the Ordinance Review Committee may be a present member of the Governing Body.

### **§ 30.73 Terms, Resignation, Vacancy, & Removal**

(a) The terms of each member (regular and alternate) of the Ordinance Review shall be concurrent with the Alderman who appointed each member and will expire upon the appointing Alderman's term in office ending, either by expiration or resignation.

(b) Any member of the Ordinance Review Committee may resign by submitting written notice to the Chairperson of the Ordinance Review Committee. Resignation will be effective when sent. Upon receipt of written notice of resignation, the Chairperson of the Ordinance Review Committee shall promptly send such resignation to the Mayor.

(c) If a vacancy occurs on the Ordinance Review Committee, the vacancy shall be filled by the Alderman who appointed the resigning member.

(d) Members of the Ordinance Review Committee may be removed from the Ordinance Review Committee by a simple majority vote of the Alderman, and at a meeting of the Alderman for which such a vote has been properly noticed.

### **§ 30.74 Duties & Meetings**

(a) The Ordinance Review Committee shall meet to consider amending, creating, and rescinding ordinances they have been tasked to consider by the City council. To accomplish these tasks, the Ordinance Review Committee shall study, investigate and develop a recommendation or plan in response to the task given to them by council, and under any deadlines established by the City

Council. The Ordinance Review Committee should be prepared to provide monthly reports at regular meetings of the City Council.

(b) The Ordinance Review Committee shall meet at least once a month if they are presently considering amending, creating, and/or rescinding ordinances, but as often as necessary to accomplish the tasks at hand.

(c) Any recommendation of the Ordinance Review Committee regarding amending, creating, and/or rescinding ordinances shall result from a majority vote of the regular members of the Ordinance Review Committee. However, any recommendation of the Ordinance Review Committee regarding amending, creating, and/or rescinding ordinances is merely a recommendation and is not binding on the Governing Body. Any final decision on amending, creating, and/or rescinding ordinances rests with the Governing Body.

### **§ 30.75 Officers**

(a) The Ordinance Review Committee shall choose its own officers from among its members. Officers shall be elected for terms of one (1) year by majority vote of its membership present, including alternates. Officers shall include Chairperson and Vice-Chairperson.

(b) The Chairperson's sole duty shall be to preside over at all meetings in accordance with any rules the Ordinance Review Committee may establish. The Chairperson may vote. If the chairperson fails or refuses to act, the vice-chairperson shall perform the duties of the chairperson. If the chairperson and vice-chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The Committee shall keep minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business.

### **§ 30.76 Open Meetings Act**

The Ordinance Review Committee shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Ordinance Review Committee agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Ordinance Review Committee so that all members of the Governing Body may attend all meetings of the Ordinance Review Committee.