

**ORDINANCE REVIEW COMMITTEE**  
**May 24, 2022; 2:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Council Liaison Debra Hines called the meeting to order at 2:30 PM.

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Committee Member Emma Davenport  
Committee Member Carroll Wilson  
Committee Member Peg Wolfe  
Council Liaison Debra Hines

**ABSENT**

Committee Member Karen Duncan  
Alternate Committee Member David Lowe

**STAFF PRESENT**

City Secretary Suzanne Mac Kenzie  
Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

No public comments were offered.

**REGULAR AGENDA**

**1. Introductions**

Self-introductions were made.

**2. Election of Chairperson and Vice-Chairperson**

A motion was made by Member Wolfe for Member Wilson to serve as Chairperson. The motion was seconded by Member Davenport.

A roll call vote was held.

Voting Yea: Member Davenport, Member Wilson, Member Wolfe

The motion carried with a 3-0-0 vote.

A motion was made by Member Davenport for Member Wolfe to serve as Vice-Chair. The motion was seconded by Member Wilson.

A roll call vote was held.

Voting Yea: Member Davenport, Member Wilson, Member Wolfe

The motion carried with a 3-0-0 vote.

**3. Review Governing Ordinance**

Discussion was held and a reminder that the meetings will be in accordance with the Open Meetings Act.

**4. Introduction to Council Liaison and Description of Group Roles and Responsibilities**

The Council Liaison is City Councilmember Hines. She will act as a communicator between the Committee and the City Council. Councilmember Hines is not a voting member of the Ordinance Review Committee and will not be giving opinions but will act as a communicator to the City Council.

The Ordinance Review Committee can consider any and all ordinances and can request to add ordinances. All ordinance changes will be subject to approval by the City Council.

5. **Discussion and Take Appropriate Action on Future Meeting Schedule**

The committee consensus was to meet monthly on the first Tuesday of the month at 2:30 PM with extra meetings as needed. The next meeting will be held on Tues. June 7, 2022 at 2:30 PM at City Hall.

**ADJOURN**

The meeting was adjourned at 2:56 PM.

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**Carroll Wilson, Chairperson**

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**Suzanne Mac Kenzie, City Secretary**