

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING STANDARD BYLAWS FOR ALL BOARDS AND COMMITTEES OF THE CITY OF LAREDO; PROVIDING FOR PURPOSE, MEMBERSHIP REQUIREMENTS, OFFICERS, QUORUM REQUIREMENTS, ATTENDANCE EXPECTATIONS, TERM LIMITS, RECORDING AND LIVE-STREAMING OF MEETINGS, AND REPORTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Laredo has established various voluntary boards and committees to advise the City Council and Mayor on matters of public interest and community development; and

WHEREAS, the effective operation of such boards and committees require uniform standards governing purpose, membership, quorum, attendance, term limits, recording and live-streaming of meetings, reports, and transparency of proceedings; and

WHEREAS, the City Council finds it necessary and proper to adopt standard bylaws applicable to all boards and committees, subject to modification by ordinance or resolution in specific circumstances;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO:

SECTION 1. STANDARD BYLAWS ADOPTED.

The following standard bylaws are hereby adopted and shall govern all City of Laredo boards and committees unless otherwise expressly provided by ordinance or resolution of the City Council.

ARTICLE I – NAME AND PURPOSE

Each board or committee shall operate under its designated name and shall serve in an advisory capacity to the City Council and Mayor for the purposes specified by ordinance, resolution, or Council directive.

ARTICLE II – MEMBERSHIP REQUIREMENTS

Appointments - Board and committee members shall be appointed by the City Council and Mayor.

Eligibility - Appointees must be residents of the City of Laredo for at least one (1) year, unless otherwise authorized by Council. Appointees must be U. S. citizens and be qualified City of Laredo registered voters. Appointees cannot be employed by the City of Laredo in any capacity or hold any other office.

Vacancies - Vacancies shall be filled by the appointing authority within thirty (30) days of notification.

ARTICLE III – TERMS OF SERVICE

Length of Term - Each member shall serve at the will of the Mayor or Council member who nominated them or who may replace them at any time, unless otherwise specified by ordinance.

Appointees shall serve terms concurrent with their respective nominators, unless otherwise specified in the Charter, legislation, or other enabling authority or in these procedures.

The terms of appointees automatically shall terminate when their respective appointing officials leave their offices.

- a. The terms of such appointees terminate automatically, regardless of the reason for which appointing officials vacate their elected offices.
- b. Appointees who are reappointed by a different Mayor or Council Member and who have not served a total of eight years shall serve for extended terms concurrent with terms of their new appointing officials, provided that they serve no longer than a total of eight years in any appointed capacity, except in a “holdover” capacity defined as when the appointing Council Member is himself or herself in a holdover seat or the new Council Member has not yet appointed his or her representative.

A Mayor or Council Member elected to serve an unexpired term may nominate persons to serve terms concurrent with theirs.

Under no circumstances, however, may an appointee serve on any City commission, board or committee for more than eight years, except as a “holdover” appointee as described in J.3.b., (Priorities Procedures Manual), and no longer than 16 years cumulative of all appointments.

Holdover - Members shall continue to serve until a successor is appointed unless otherwise removed.

ARTICLE IV – ATTENDANCE

Members are expected to attend all meetings of the committee.

As per Ordinance No. 2019-O-110, committee members shall automatically forfeit their appointed position for failure to attend four (4) regularly scheduled meetings in one calendar year, irrespective of whether said absences are excused, unexcused, consecutive, or non-consecutive.

The staff liaison or committee chair shall report such absences to the City Secretary’s Office.

Upon such report, the City Secretary shall notify the appointing authority in writing, and the appointing authority shall be encouraged to consider appointment of a replacement.

ARTICLE V – MEETINGS

Regular Meetings - Each committee shall meet at least quarterly, unless otherwise required by Council.

Special Meetings - Special meetings may be called by the Chair or a majority of members.

Notice - All meetings shall comply with the Texas Open Meetings Act.

Recordings - All meetings shall be recorded and live-streamed when technologically feasible, with recordings made publicly available on the City's website. (Ordinance No. 2018-O-050).

ARTICLE VI – QUORUM AND VOTING

A quorum shall consist of a simple majority of the members currently appointed and serving on the committee, excluding vacant positions.

All actions shall be determined by a majority vote of those present and voting at a meeting with a quorum.

Members shall comply with all state and local conflict of interest laws and abstain from voting in cases of conflict.

ARTICLE VII – OFFICERS

Each committee shall elect a Chair, Vice Chair, and Secretary annually.

Duties of officers shall be defined in the committee's operating procedures, consistent with these bylaws.

The board or committee liaison shall be the Department Director, or a designee appointed by the Department Director.

ARTICLE VIII – AMENDMENTS

These bylaws may be amended by ordinance of the City Council.

ARTICLE IX – REQUIRED RECORDS AND REPORTS

1. Every appointed body shall maintain and submit required records and reports in the required format (Priority Procedures Manual) to the City Secretary via designated City staff liaisons.
 - a. Templates for major required reports and records shall be maintained, updated, and distributed by the City Secretary via designated City staff liaisons.
 - b. When templates are provided, they shall be used to develop and submit required records and reports.
2. The Chair and members of every appointed body shall work with their designated City staff liaisons to develop and submit an annual report via the City Secretary to the Mayor and Council by January 1.
3. The annual and other required reports shall include the work, activities, meeting minutes and accomplishments of the appointed body, along with any other reporting requirements specified by the Mayor and Council.
4. The Mayor and Council shall decide which appointed bodies shall present oral and written reports at Council meetings.

SECTION 2. SEVERABILITY.

If any provision of this Ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application.

SECTION 3. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon adoption by the City Council of the City of Laredo.

PASSED AND APPROVED this ____ day of _____, 2025.

CITY OF LAREDO

By: _____

Dr. Victor D. Trevino, Mayor

ATTEST:

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Mario I. Maldonado Jr., City Secretary

APPROVED AS TO FORM:

Joaquin A. Rodriguez, First Assistant City Attorney