

CIVIC EVENTS ADVISORY BOARD

BYLAWS

Vision Statement: To be the preferred host for Entertainment, Business, and Community Events in West Texas.

Mission Statement: To enhance the quality of life of our citizens and business partners by providing quality events and facilities in a clean, comfortable and safe environment.

Article I

Purposes, Duties, Powers and Conduct

Section 1. Purposes: The Civic Events Advisory Board ("Board" herein) is organized and created by City ordinance Article 2.2200 to advise the City Council of the City of San Angelo, the City Manager and his/her representatives.

Section 2. Duties: The Board shall advise the City Council on matters as delegated by City Council in Chapter 2, Article 2.07, Division 9 of the San Angelo Code of Ordinances.

Section 3. Powers: The Board may exercise all powers and do all lawful acts delegated to it or permitted by City ordinances, state statutes and these bylaws.

Section 4. Conduct: The Board and its members shall conduct itself in a manner that's in keeping with the standards, rules, regulations, policies and practices established by the City Council for itself and all City Boards and Commissions.

Article II

Members of the Board

Section 1. Members: The membership of the Board matters shall be as determined by City Council in Chapter 2, Article 2.07, Division 9 of the San Angelo Code of Ordinances

Section 2. Appointment: Board members shall be appointed by the City Council under procedures established by the Council in the San Angelo Code of Ordinances.

Section 3. Qualifications: Board members shall have such qualifications as prescribed by the City Council in the San Angelo Code of Ordinances.

Section 4. Term of Office: Board members shall be appointed to terms as prescribed by the City Council in the San Angelo Code of Ordinances.

Article III

Meetings

Section 1. Regular Meetings: The Board shall hold one (1) regular meeting each month. The meetings shall normally be held at noon on the last Thursday each month at the McNease Convention Center. The Board may periodically meet at other Civic Events venues. All meetings shall be public and conform to law and the rules prescribed by City Council in the San Angelo Code of Ordinances.

Section 2. Special Meetings: The Board Chair may call a special meeting with no less than seventy-two (72) hours notice. In cases of emergency, the Board Chair may call a meeting with no less than (2) hours notice. Upon the request of three (3) Board members, the Chair shall call a special meeting with no less than seventy-two (72) hours notice. In all instances of special meetings, Board members must be notified in writing, by e-mail and/or by telephone. Special meetings shall be held at the McNease Convention Center on a date at a time designated by the Chair. All special meetings shall be public and conform to law.

Section 3. Executive Sessions. As this board is an advisory board to the City Council, there is no authority to allow meetings to occur in executive session. Therefore, all discussions and action of the board shall occur in open session in a public meeting.

Section 4. Attendance Conclusive of Notice: Attendance requirements are prescribed by City Council in the San Angelo Code of Ordinances. Members must

attend all Board meetings unless they notify the Board Chair or Staff Liaison they will be absent because of personal or family illness, family emergency, funerals or employment. Absences without notification shall be considered unexcused.

Section 5. Quorum: A quorum shall be as prescribed by the San Angelo City Council in the San Angelo Code of Ordinances.

Section 6. Vote: Each Board member shall have one vote, which must be exercised in person. The vote of a majority of members present and voting at a meeting at which a quorum is present shall be the vote of the Board.

Section 7. Conflict of Interest. All Board members shall comply with the conflict of interest statement as prescribed by the City Council in the San Angelo Code of Ordinances.

Article IV

Officers

Section 1. Designation of Officers: The Board shall have a Chair and Vice Chair. The Civic Events Manager or designee shall perform the duties of Secretary, but will not be a voting member of any Committee or the Board.

Section 2. Election: At the beginning of the regular meeting each January, the Vice Chair shall ascend to the position of Board Chair, and the Board shall elect a new Vice Chair. The Board's Nominating Committee will make nominations for Vice Chair. Election shall be determined by a majority vote of the members present.

Section 3. Terms: The Chair and Vice Chair shall serve a term of one (1) year in each office. Terms will begin and end when officers are seated and elected at the end of the previous officers 12th month in office. .

Section 4. Consecutive Terms: Having served two (2) consecutive terms in office, a member shall not be eligible for re-election to an office for one (1) year after completion of the second consecutive term.

Section 5. Duties and Authority of Officers:

- A. **Chairman** – The Chair shall preside over all meetings of the Board and shall be responsible for accomplishing all directives, purposes, duties and responsibilities imposed on the Board by the City Council. The Chair shall appoint members of all committees, as he/she deems necessary and shall

designate the Chairman of all committees. The Chair shall sign official documents on the Board's behalf.

- B. **Vice Chairman** – In the absence, disability or disqualification of the Chair, the Vice Chair shall perform the duties and exercises the powers of the Chair. The Vice Chair shall also perform other duties prescribed by the Board.

Article V

Amendment

These bylaws may be amended, altered or changed only by a majority vote of the Board, subject to final approval by the City Council. The bylaws and amendments shall be filed with the City Clerk.

Date of Council Approval:

Civic Events Board Chairman

Civic Events Board Secretary