

CIVIC EVENTS ADVISORY BOARD

BYLAWS

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 of policy and the City Manager and his/her representatives on administrative matters regarding the operation of the McNease Convention Center, San Angelo Coliseum, City Auditorium, the Bill Aylor Sr. Memorial RiverStage, Farmers Market, Indoor Arena, El Paseo de Santa Angela. The Board shall approve a recommended Civic Events budget in sufficient time for inclusion in the City Manager’s proposed annual budget to the City Council. The Board is authorized to formulate and enact rules and policies regarding the operation of public facilities, which are effective following the review and approval of the City Council. The City Council may formulate and enact different rules and policies at any time.

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 Board shall consist of eight (8) members. Board members shall receive no compensation for services. Per the City Council’s directive, the Board’s membership shall be reduced to seven (7) members in October 2010.

Section 2. Appointment: Board members shall be appointed by the City Council under procedures established by the Council.

Section 3. Qualifications: Board members shall have such qualifications as prescribed by the City Council. All members must be of voting age and a resident of the City of San Angelo.

Section 4. Term of Office: Board members shall be appointed for a three (3) year term beginning on Oct. 1 of the year of the appointment. No member shall be eligible to serve more than two (2) full consecutive terms. After one (1) year off the Board, a person becomes eligible to serve two (2) more consecutive terms.

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.

Section 2. Special Meetings: The Board President may call a special meeting with no less than seventy-two (72) hours notice. In cases of emergency, the Board President may call a meeting with no less than two (2) hours notice. Upon the request of four (4) Board members, the President 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 and at a time designated by the President. All special meetings shall be public and conform to law

Section 3. Executive Sessions: The criteria for a board to hold an executive session are established by the Texas Open Meetings Act, which requires the board to first meet in open session, identify the section of the law under which the closed meeting is held, recess into executive session, reconvene in open session and vote in open session. A certified agenda or a tape recording of the proceedings of each closed meeting is required. The reason for executive sessions are: 1) Consultations with attorney regarding pending or contemplated litigation, or a settlement offer; 2) Deliberations about real property; 3) Deliberations regarding gifts and donations; 4) Personnel matters; and 5) Deliberations regarding security devices or security audits.

Section 4. Attendance Conclusive of Notice: Attendance by a Board member at any regular or special meeting shall be conclusive evidence of receipt of notice of the meeting by that member. Members must attend all Board meetings unless they notify the Board Secretary 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 of at least five (5) members is necessary to conduct any Board meeting. Once the Board's membership drops from eight (8) to seven (7) members, per the City Council's directive, a quorum of at least four (4) members will be necessary to conduct any Board meeting.

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. All Board members shall comply with the conflict of interest statement, which is attached as Exhibit A.

No member should act independently on behalf of the Board on any matter under the Board's jurisdiction or purview without the express authorization, instruction or appointment by the Board. Should members speak to a group or individual who have matters under the Board's jurisdiction or purview without the authorization, instruction or appointment to do so, those members should make clear they are acting on their own behalf and not representing the Board.

Section 7. Termination of Board Members: Any Board member who misses three (3) meetings in a calendar year because of personal or family illness, family emergency, funerals or employment, or who misses four (4) meetings total in a calendar year, shall be deemed to have resigned, and the Board shall immediately notify the City Council that a vacancy exists.

Article IV

Officers

Section 1. Designation of Officers: The Board shall have a President and Vice President. The Civic Events Manager 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 October, the Vice President shall ascend to the Board's Presidency, and the Board shall elect a new Vice President. Nominations for Vice President will be made by the Board's Nominating Committee. Election shall be determined by a majority vote of the members present.

Section 3. Terms: The President and Vice President shall serve a term of one (1) year in each office. Terms will begin and end when officers are seated and elected at the beginning of the regular meeting in October.

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. President** – The President 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 President shall appoint members of all committees as he/she deems necessary and shall designate the Chairman of all committees. The President shall sign official documents on the Board's behalf.

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

- C. Secretary** – The Secretary shall keep the minutes of all Board meetings, be the custodian of all books and records of the Board, make appointments for the Board, prepare the agenda for Board meetings, prepare and send or deliver notices as directed by the Board and perform all secretarial duties required by the Board. Minutes of all proceedings shall be recorded in a permanent book and a signed copy of the minutes given to the City Clerk.

Article V

Standing Committees

Section 1. Nominating Committee: The Nominating Committee shall consist of four (4) Board members with one being the immediate past President and the remaining three (3) to be appointed by the President. The Nominating Committee shall recommend a slate of officers and committee members to be presented for the Board's consideration at the beginning of the October meeting each year. Members of the Nominating Committee can be recommended to serve as officers and committee members.

Section 2. Executive Committee: The Executive Committee shall consist of the President, the Vice President, the Secretary, and one (1) member as recommended by the Nominating Committee. The Executive Committee shall transact all regular business of the Board during the period between regular monthly meetings. The Executive Committee shall annually review and evaluate public facilities operations and report to the Board. The Executive Committee shall meet when called by the President.

Section 3. Facilities Expansion, Building and Grounds Committee: The Facilities Expansion, Building and Grounds Committee shall consist of four (4) Board members appointed by the Nominating Committee. The committee shall annually

review the condition of the buildings and grounds, and any needed expansion of facilities, and make appropriate recommendations to the Board.

Section 4. Policies and Procedures Committee: The Policies and Procedures Committee shall consist of the Vice President, the immediate past President if available and one (1) Board member appointed by the Nominating Committee. If the immediate past President is unavailable, the Nominating Committee will appoint two (2) Board members. The Committee shall annually review the bylaws, facilities policies, and procedures related to the operation of the Board. Any recommended bylaw, policy or procedural changes shall be presented to the Board for its consideration. Approved changes shall be presented to the City Council for its consideration and, if approved, filed with the City Clerk.

Section 5. Additional Standing Committees: The President shall appoint Board members to additional standing committees approved by the Board through the amendment of these bylaws.

Article VI

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: _____
_____ Mayor

Civic Events Board President

Civic Events Board Secretary