

## **Ordinance amendments**

 Rename Section 2.04.010 (Meetings-Excessive Absences) to "Uniform Bylaws"

> Remove references of excessive absences

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➤ Require adoption of "Uniform Bylaws"

 Amend Section 2.04.020 (Meetings-Minutes-Recordkeeping Requirements)

➤ Require filing of original meeting minutes with the City Clerk



# Uniform Bylaws will standardize:

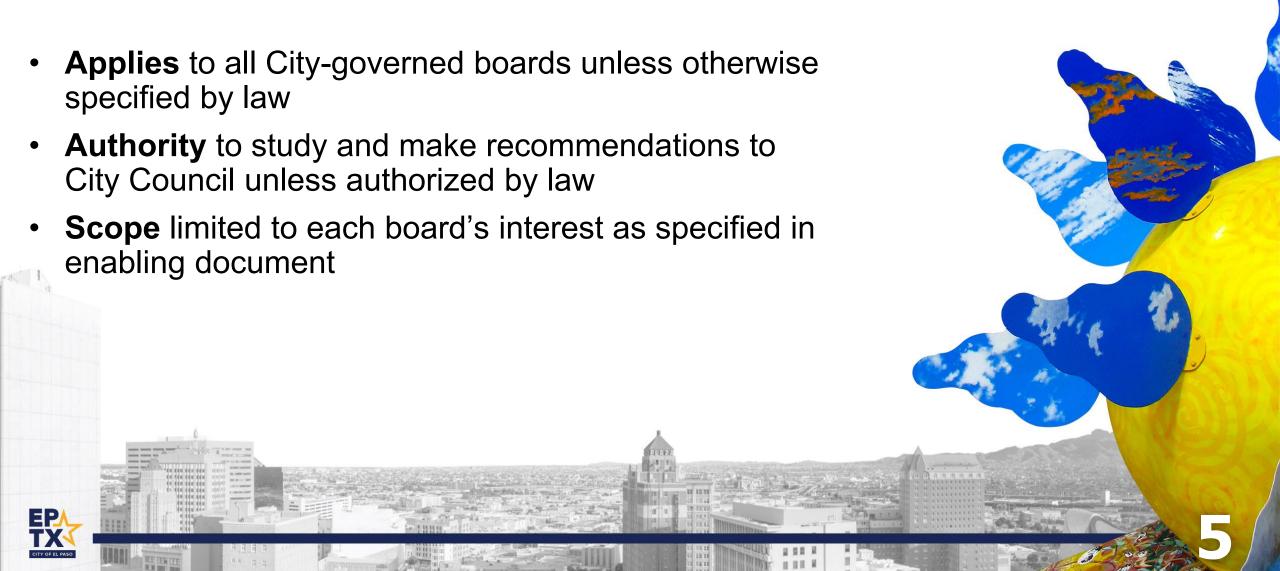
- Membership Requirement and Composition
- Board Member Terms
- Clarification of Operational and Advisory Roles
- Closed Session Guidelines
- Reporting
- Board Member and Staff Responsibilities

## **Article I - Purpose**

- Provide consistent governance framework for all Boards
- Ensure consistent City policy and compliance with applicable laws
- Ensure efficient, transparent, and accountable operations across all Boards, while respecting their unique roles and responsibilities



# **Article II - Scope**



## **Article III – Composition**

• Eligibility: 18 years+, El Paso resident, and meet criteria

• Structure: 9 members per board

• Term: 2-year staggered terms (fiscal year), max 6 years in

total

Quorum: 5 members

 Holding Over: until successor is appointed or 30 days after term expires

Attendance: Council notification after 3 consecutive absences

Removal: upon 3 consecutive absences or has an attendance record of less than 60%



# **Article III – Board Leadership & Duties**

- Leadership
  - Chair and Vice chair: elected annually
  - ➤ Board Liaison: City staff serves a Secretary
  - Legal Representative: Assistant City Attorney advises on matters of law
- Board Members: respect and uphold City policies, practices, protocols & procedure



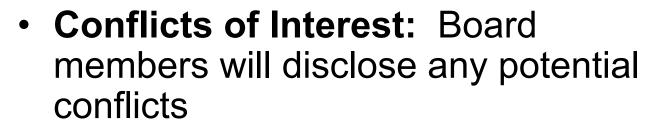


# **Article III – Board Leadership & Duties**

- Representation: board members will not represent the City unless authorized by Council
- Meeting Procedure: Robert's Rules of Order
- Minutes: Board Liaison prepares action minutes
- Training and Orientation: mandatory training and orientation
   program for board members
- Executive Session: not applicable for advisory boards
- Reports: annual report to be provided by August 1<sup>st</sup> each year
- Recommendations: City Manager will review prior to Council



## **Article IV – Miscellaneous**



• Effective Date: 90 days after ordinance adoption (Nov. 3, 2025)





## **Requested Action**

Adopt ordinance amending Title 2, Chapter 2.04 (Boards and Commissions and Committees Generally) to:

- Rename and amend Section 2.04.010
- Require adoption of "Uniform Bylaws"
- Amend Section 2.04.020 to update requirement for meeting recordkeeping





#### MISSION



Deliver exceptional services to support a high quality of life and place for our community.

#### VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, Respect, Excellence,
Accountability, People



### MISIÓN



Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

### VISIÓN



Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño



VALORES

Integridad, Respeto, Excelencia, Responsabilidad, Personas