



CITY OF EL PASO

# Ordinance Amending Title 2, Chapter 2.04

## Boards and Commissions and Committees Generally

August 5, 2025



# Ordinance amendments

- Rename Section 2.04.010 (Meetings-Excessive Absences) to “Uniform Bylaws”
  - Remove references of excessive absences
  - 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

- **Applies** to all City-governed boards unless otherwise specified by law
- **Authority** to study and make recommendations to City Council unless authorized by law
- **Scope** limited to each board's interest as specified in enabling document



# 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

- **Conflicts of Interest:** Board members will disclose any potential conflicts
- **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, **R**espect, **E**xcellence,  
**A**ccountability, **P**eople

## 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