



# Boards and Commissions

# Board Members Responsibilities

September, 2025

## **Council Direction on January 22, 2025**

- to conduct a review of all City boards and commissions.

## **Council Direction on May 12, 2025**

- to ACCEPT Staff's recommendations to develop a uniform Ordinance to standardize boards and commissions.

## **Council Adopted a Uniform Ordinance on August 5, 2025**

- Bylaws effective on November 3, 2025

# Uniform Ordinance

Amended Title 2, Section 2.04.10 and 2.04.20 to:

- Section 2.04.10 (Meetings—Excessive Absences)
  - Renamed to Uniform bylaws, and amended to require Boards to adopt the Uniform Bylaws *unless* otherwise specified by the Charter, state law, or other law.
  - City Manager and City Clerk are able to recommend amendments that can be passed by simple majority of Council.
- Section 2.04.20 (Meetings—Minutes—Recordkeeping Requirements)
  - Amended to only require one copy of the minutes.

# Uniform Ordinance - Bylaws

## Bylaws Article 2—Scope

**Applicability**—The Bylaws apply unless otherwise specified by other law, resolution, etc.

**Limitation of Authority and Scope**—

- Clarifies their role.
- Limits their authority and scope.
- States their function is to solely study and make recommendations to City Council within the scope and subject matter specified in the statute, ordinance, or resolution establishing them.
- Agenda items must be items within the scope of the Board.

# Uniform Bylaws – cont.

## Article 3—Board Structure and Composition

### Eligibility for appointment

- Be 18 years of age
- Reside in El Paso
- Appointed based on interest and experience relevant to board
- No litigation against City
- No debts to the City
- Not be a City employee or have been employed in the last 2 years
- Not related to a Council member/City Manager within the 3<sup>rd</sup> degree of consanguinity.

# Uniform Bylaws-cont.

## Article 3—Board Structure and Composition

### Structure—

- 9 members
- 2-year terms staggered
- Two full consecutive terms for no more than 6 years in total
- Terms begin September 1 and end on August 31
- Quorum is 5 members
- Holdover for 30 days after expiration date
- Members removed if absent from 3 consecutive meetings or has an attendance record of less than 60%.
- If appointed to fulfill an unexpired term, may also serve 2 full terms.
- Subcommittee strongly discouraged unless by enabling resolution.

# Uniform Bylaws – cont.

## Article 3—Board Structure and Composition

Board Leadership—Each Board will have:

- A Chair - elected by simple Majority of the members present at the last meeting of their term.
- A Vice Chair - elected by simple Majority same as Chair.
- A Board Liaison (secretary) - Each board will be related/affiliated with a specific city department, and the head of that department or designee will serve as the Board Liaison. Serve as the facilitator during the meetings.
- A Legal Representative - Responsible with providing guidance on legal restrictions, authorities and any consequences from Board actions.

# Uniform Bylaws – cont.

## Article 3—Board Leadership and Duties

Each board will choose a Chair and Vice Chair annually by majority vote of the members present at the last meeting of their term.

Chair must:

- Be familiar with the Board’s rules of order, bylaws, enabling resolutions, code of conduct, relevant City policies, etc.
- Preside over the meetings and enforce observance of civility, order and decorum among members and others present.
- Open and call officials meetings to order.
- Recognize members entitled to the floor.
- Votes on all matters.
- Vice Chair will presides when the chair is absent.

# Uniform Bylaws – cont.

## Article 3— Legal Representative (assigned City staff)

### Assistant City Attorney

- Advises the board on matters of law.
- Responsible for providing
  - Non partisan guidance
  - Non-voting guidance on legal restrictions, authorities, and any consequences from Board actions
- Provides an annual presentation regarding their charge, purview, legal requirements, etc.

# Uniform Bylaws – cont.

## Article 3—Board Liaison (assigned City staff)

Serves as secretary and keeps official records of the board

- Prepares and posts agenda (3 business days prior).
- Minutes-prepares and files approved minutes
- Secures a quorum
- Keeps attendance records
- Works with Council on filling vacancies
- Announces business of the day
- Calls for, puts to vote all questions moved and announces the results
- Does not vote on matters
- Provides training for newly appointed members
- Provides guidance and relays information to the board

# Uniform Bylaws – cont.

## Article 3— Members Responsibilities and Procedure

- Members:
  - Respect and uphold City policies and procedures.
  - Maintain respect and decorum.
  - Will not represent the City to any other entity, agency, unless specifically authorized by City Council
  - Serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, ordinance or resolution.
  - Disclose any potential conflicts of interest, financial, or otherwise, that may impact their ability to serve impartially.
- Roberts Rules of Order will be used as a general guide for the conduct of the Boards.

# Uniform Bylaws – cont.

## Article 3—Required Training

1. **Ethics** in City Government for Board & Committee Appointed Officials (complete within 60 days after taking the Oath of office and a subsequent refresher course every three years).
2. **Code of Conduct** for Appointed Officials (must sign agreement).
3. **Rules of Order** for the City Of El Paso's Boards and Commissions.
4. **Public Information Act** by the Attorney General of Texas must be completed within 90 days after taking office.
5. **Texas Open Meetings Act** by the Attorney General of Texas must be completed within 90 days after taking office.

# Uniform Bylaws – cont.

## Article 3— Closed session, Reporting, and Recommendations

- Executive Session – Limited circumstances and must be approved by the City Attorney. Advisory boards are prohibited from meeting in closed session.
- Reports - Boards must provide an annual report by August 1<sup>st</sup> of activities and recommendations to City Council in writing.
- Recommendations by Boards – Submitted to City Manager for review before Council consideration. City departments are able to include alternate recommendations.

## 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