

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT:

AGENDA DATE:

PUBLIC HEARING DATE:

CONTACT PERSON NAME:

PHONE NUMBER:

2nd CONTACT PERSON NAME:

PHONE NUMBER:

DISTRICT(S) AFFECTED:

STRATEGIC GOAL:

SUBGOAL:

SUBJECT:

BACKGROUND / DISCUSSION:

COMMUNITY AND STAKEHOLDER OUTREACH:

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

NAME	AMOUNT (\$)

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: Laura D. Pine

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.04 (BOARDS, AND COMMISSIONS AND COMMITTEES GENERALLY) TO RENAME AND AMEND SECTION 2.04.010 (MEETINGS—EXCESSIVE ABSENCES) TO REMOVE REFERENCES OF EXCESSIVE ABSENCES, SECTION BE RENAMED “UNIFORM BYLAWS,” AND REQUIRE BOARDS AND COMMISSIONS TO ADOPT THE CITY’S UNIFORM BYLAWS; TO AMEND SECTION 2.04.020 (MEETINGS—MINUTES—RECORDKEEPING REQUIREMENTS) TO UPDATE THE REQUIREMENTS OF RECORDKEEPING MEETING MINUTES.

WHEREAS, the El Paso City Council establishes City Boards and Commissions to inform City Council under statutory authorization or on particular issues or subjects of interest to the Council; and

WHEREAS, the City of El Paso recognizes the importance of consistent governance and operational procedures across all city boards and commissions to ensure efficient and effective public administration; and

WHEREAS, on May 12, 2025 City Council directed the development and adoption of a uniform ordinance to standardize boards and commissions; and

WHEREAS, the City desires to amend Chapter 2.04 to add language establishing a set of uniform bylaws to be adopted and followed by all city boards to promote standardization, transparency, and accountability, and update the process of recordkeeping meeting minutes; and

WHEREAS, adoption of the City’s uniform bylaws by all city boards and updating the process of recordkeeping meeting minutes is in the best interest of the City as they will provide a consistent governance framework, ensure consistent City policy and compliance with applicable laws.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

SECTION 1. That section 2.04.010 (Meetings—Excessive absences) of Chapter 2.04 (Boards, and Commissions and Committees Generally), be renamed to “Uniform bylaws” and be amended to read as follows:

- A. All city boards and commissions established by the City will adopt and implement the City Uniform Bylaws. The City Uniform Bylaws will be the standard bylaws for all City Boards unless otherwise specified by the City Charter, state law, federal law, or other applicable law.
- B. The City Manager and City Clerk may recommend amendments to the City Uniform Bylaws. Proposed amendments will be submitted in writing to the City Clerk, who will forward them to the City Council for consideration and approval by simple majority.

SECTION 2. That section 2.04.020 (Meetings—Minutes—Recordkeeping requirements), be amended to read as follows:

- A. All duly constituted boards and commissions of the city are required to file their meetings with the city clerk of the city. The original minutes will be filed with the city clerk upon approval by the appropriate board and commission.
- B. The city clerk is required to maintain a file of the minutes of the meetings of all boards and commissions for inspection by the mayor and council and the public.
- C. The city clerk is authorized to require a uniform format of such minutes.

SECTION 3. Except as expressly herein amended, all other provisions of the El Paso City Code will remain in full force and effect. Any provision of this ordinance deemed illegal will be severed and the remainder will remain in effect. The requirements of this ordinance will take effect 90 days from its adoption and publication in accordance with and as provided by law and the City Charter.

ADOPTED this _____ day of _____, 2025.

THE CITY OF EL PASO

Renard U. Johnson, Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:

Sarah L. Hartnett

Sarah L. Hartnett
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Laura D. Prine

Laura D. Prine
City Clerk

REDLINE

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.04 (BOARDS, AND COMMISSIONS AND COMMITTEES GENERALLY) TO RENAME AND AMEND SECTION 2.04.010 (MEETINGS—EXCESSIVE ABSENCES) TO REMOVE REFERENCES OF EXCESSIVE ABSENCES, SECTION BE RENAMED “UNIFORM BYLAWS,” AND REQUIRE BOARDS AND COMMISSIONS TO ADOPT THE CITY’S UNIFORM BYLAWS; TO AMEND SECTION 2.04.020 (MEETINGS—MINUTES—RECORDKEEPING REQUIREMENTS) TO UPDATE THE REQUIREMENTS OF RECORDKEEPING MEETING MINUTES.

WHEREAS, the El Paso City Council establishes City Boards and Commissions to inform City Council under statutory authorization or on particular issues or subjects of interest to the Council; and

WHEREAS, the City of El Paso recognizes the importance of consistent governance and operational procedures across all city boards and commissions to ensure efficient and effective public administration; and

WHEREAS, on May 12, 2025 City Council directed the development and adoption of a uniform ordinance to standardize boards and commissions; and

WHEREAS, the City desires to amend Chapter 2.04 to add language establishing a set of uniform bylaws to be adopted and followed by all city boards to promote standardization, transparency, and accountability, and update the process of recordkeeping meeting minutes; and

WHEREAS, adoption of the City’s uniform bylaws by all city boards and updating the process of recordkeeping meeting minutes is in the best interest of the City as they will provide a consistent governance framework, ensure consistent City policy and compliance with applicable laws.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

SECTION 1. That section 2.04.010 (Meetings—Excessive absences) of Chapter 2.04 (Boards, and Commissions and Committees Generally), be renamed to “Uniform bylaws” and be amended to read as follows:

~~When a member of any city board or committee is absent from three consecutive meetings of the board or committee, the chairman, vice chairman or secretary of the board or committee shall report this fact to the mayor and city council so that consideration may be given to removal of such member.~~

All city boards and commissions established by the City will adopt and implement the City Uniform Bylaws. The City Uniform Bylaws will be the standard bylaws for all City Boards unless otherwise specified by the City Charter, state law, federal law, or other applicable law.

- A. The City Manager and City Clerk may recommend amendments to the City Uniform Bylaws. Proposed amendments will be submitted in writing to the City Clerk, who will forward them to the City Council for consideration and approval by simple majority.

SECTION 2. That section 2.04.020 (Meetings—Minutes—Recordkeeping requirements), be amended to read as follows:

- A. All duly constituted boards and commissions of the city are required to file minutes of their meetings with the city clerk of the city. The original ~~and two copies of the~~ minutes will be filed with the city clerk ~~within a reasonable time after the minutes have been approved~~ **upon approval** by the appropriate board and commission.
- B. The city clerk is required to maintain a file of the minutes of the meetings of all boards and commissions for inspection by the mayor and council and the public.
- C. The city clerk is authorized to require a uniform format of such minutes.

ADOPTED this _____ day of _____, 2025.

THE CITY OF EL PASO

Renard U. Johnson, Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:

Sarah L. Hartnett

Sarah L. Hartnett
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Laura Prine
City Clerk