

ORDINANCE NO. 1073

AN ORDINANCE ESTABLISHING A COMMUNITY ENGAGEMENT COMMITTEE FOR THE CITY OF SOUTHLAKE; ESTABLISHING THE NUMBER OF MEMBERS AND THEIR TERMS OF OFFICES; PROVIDING FOR DUTIES AND RESPONSIBILITIES OF THE COMMUNITY ENGAGEMENT COMMITTEE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Southlake, Texas, deems it advisable and necessary to establish a Community Engagement Committee (CEC) to act as an advisory board to the City Council in matters regarding community engagement, outreach programs and related issues; and

WHEREAS, twenty years after the creation of the Southlake Program for the Involvement of Neighborhoods (SPIN) Standing Committee and conscious of an ever changing social and technological landscape, the City Council is pleased to announce a renewed commitment to enhancing communication and engagement within the Southlake community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOUTHLAKE, TEXAS:

SECTION 1.

Creation of Community Engagement Committee: There is hereby established a Community Engagement Committee (CEC) for the city hereinafter referred to as the "committee."

SECTION 2.

Number of Members, Qualifications and Terms: The committee shall consist of seven (7) citizens of the City of Southlake, Texas, who shall be appointed by a majority vote of the City Council for two (2) year terms. Terms of office for members shall commence on October 1st and expire on September 31st. Places on the committee shall be numbered one (1) through seven (7). Members appointed to odd-numbered places shall be appointed in odd-numbered years, and members appointed to even-numbered places shall be appointed in even-numbered years, provided, however, that the initial term of the odd-numbered places shall be one (1) year. Members shall serve until their successors are appointed, without compensation. The City Council shall make appointments to the committee in adherence to the eligibility guidelines in the Board and Commission Manual, giving strong consideration to the geographical location and diversity of committee members in relation to the demographics of the community. Annually, within thirty (30) days after appointment of new members, staff will provide and all members will complete the orientation and training requirements outlined in the Board and Commission Manual. Members shall serve without compensation. All

committee members are subject to removal by the City Council in accordance with Section 3.02(a)-(2) of the City Charter. Unless removed by the City Council, members shall continue to serve upon expiration of their term until a successor is appointed. Vacancies on the committee are to be filled by City Council appointment for the length of the unexpired term.

SECTION 3.

Meetings and By-Laws: The committee shall select from the members a chairman, vice-chairman, and secretary who shall serve for one-year terms, and thereafter until their successors are elected. The bylaws attached to this ordinance as Exhibit A, which are hereby approved, shall govern the meetings of the committee. Thereafter, the committee may amend such by-laws, or adopt new bylaws, as the committee determines is appropriate to best govern the holding of its meetings, provided that any amendments or new bylaws shall be effective only after being approved by the City Council. The committee's bylaws shall be consistent with state law, the City Charter and City Code, and the Board and Commission Manual, and shall, at a minimum, encompass the following matters:

- (1) Regular meetings shall be held once each quarter.
- (2) Manner of holding and calling of special meetings shall be specified.
- (3) Majority of members shall constitute a quorum.
- (4) Members not planning to attend a regular meeting or special meeting shall notify the staff liaison or the chair of the committee by 12:00 o'clock noon of the meeting day.
- (5) Any member with unexcused absences from two (2) consecutive meetings or not exhibiting interest in the work of the committee shall be reported to the City Council, as outlined in the Board and Commission Manual. The City Council may, at its discretion, remove the committee member and appoint a replacement.
- (6) Minutes of each meeting shall be filed with the City Secretary.

SECTION 4.

Duties and Responsibilities: The duties and responsibilities of the committee shall be to:

- (1) Act in an advisory capacity to the City Council in matters pertaining to community engagement, including the Southlake Program for the Involvement of Neighborhoods (SPIN) Town Hall Forums.
- (2) Serve in accordance with the provisions of the Board and Commission Manual.

- (3) Cooperate with other city boards and commissions, other governmental agencies, civic groups, and all citizens of the city in the advancement of community engagement.
- (4) Recommend policies, programs, tools, and technology for the advancement of community engagement within the city, along with any associated budgetary impacts, for consideration by the City Manager and City Council.
- (5) Annually review and provide comments on the City's communication plan that highlights the City's outreach and engagement efforts for the year, identifies key topics of interest to community members, and identifies tools or techniques to aid in community engagement.
- (6) Annually review the Southlake Program for the Involvement of Neighborhoods (SPIN) Map and recommend revisions to the City Council, as necessary.
- (7) Annually prepare and submit a report to the City Council regarding the City's community engagement efforts and the accomplishments of the committee throughout the year.
- (8) Perform such other advisory tasks as are delegated to it by the City Council.

SECTION 5.

Staff Liaison: A staff liaison shall be designated by the City Manager to work with the committee in accordance with the Board and Commission Manual.

SECTION 6.

Upon adoption of this ordinance and appointment of a quorum of the committee by the City Council, the SPIN Standing Committee created in Ordinance 598, as amended, shall be dissolved without further action of the City Council, and the committee shall assume the duties and responsibilities of the SPIN Standing Committee regarding operation of the Southlake Program for the Involvement of Neighborhoods (SPIN).

SECTION 7.

Unless the City Council affirmatively votes to continue the existence of the committee, the committee shall be automatically dissolved and abolished eighteen months after the date of enactment of this ordinance without further action by the City Council. No later than fifteen months from the date of enactment of this ordinance, the staff liaison shall present to the City Council a report of the committee's activities in order to assist the City Council in evaluating whether the committee's existence should be continued.

SECTION 8.

EXHIBIT A

BYLAWS

OF THE

CITY OF SOUTHLAKE COMMUNITY ENGAGEMENT COMMITTEE

ARTICLE I

PURPOSE AND POWERS

Section 1.1 **Purpose**

The Southlake City Council established the Community Engagement Committee (CEC) to act as an advisory board to the City Council in matters regarding community engagement, outreach programs and related issues.

Section 1.2 **Powers**

In fulfillment of its purpose, the Community Engagement Committee (CEC) shall be governed by and shall have all the powers set forth in the Southlake City Code and other applicable law. The committee shall act in accordance with the provisions of the City's current Board and Commission Manual.

ARTICLE II

COMMITTEE MEMBERS

Section 2.1 **Composition and Terms of Office**

- (a) The committee shall consist of seven (7) citizens of the City of Southlake, Texas, and shall be appointed by the City Council in adherence to the eligibility guidelines in the Board and Commission Manual, giving strong consideration to the geographical location and diversity of committee members in relation to the demographics of the community.
- (b) Members shall be appointed for two (2) year terms. Terms of office for members shall commence on October 1st and expire on September 31st. Places on the committee shall be numbered one (1) through seven (7). Members appointed to odd-numbered places shall be appointed in odd-numbered years, and members appointed to even-numbered places shall be appointed in even-numbered years, provided, however, that the initial term of the odd-numbered places shall be one (1) year. Members shall serve until their successors are appointed. Vacancies on the committee are to be filled by City Council appointment for the length of the unexpired term.

- (c) Annually, within thirty (30) days after appointment of new members, staff will provide and all members will complete the orientation and training requirements outlined in the Board and Commission Manual.

Section 2.2 Meetings of the Committee

The committee shall meet quarterly in the Town Hall building or other designated public meeting area. Additionally, the committee shall establish a yearly schedule of joint meetings with other boards, commissions, or community organizations, as appropriate. Members not planning to attend a regular meeting, joint meeting, or special meeting shall notify the staff liaison or chair of the committee by 12:00 o'clock noon of the meeting day. Any member with unexcused absences from two (2) consecutive meetings or not exhibiting interest in the work of the committee shall be reported to the City Council, as outlined in the Board and Commission Manual. The City Council may, at its discretion, remove any committee member and appoint a replacement, for any reason. All meetings and deliberations of the committee shall be called, convened, held, and conducted, and notice shall be given to the public in accordance with Chapter 551 of the Texas Local Government Code.

Section 2.3 Special Meetings

The committee may hold special meetings, as needed, to accomplish its stated purpose. The Chair shall fix a place and time for such special meetings. Notice shall be given to the public in accordance with Chapter 551 of the Texas Local Government Code.

Section 2.4 Quorum

A simple majority of the entire committee shall constitute a quorum to conduct official business of the committee.

Section 2.5 Conduct of Business

- (a) At the meeting of the committee, matters pertaining to the business of the committee, as posted on the agenda, shall be considered in accordance with rules of procedure as from time to time prescribed by the committee.
- (b) At all meetings of the committee, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside. In absence of both the Chair and Vice Chair, the Secretary shall preside.
- (c) The Chair shall be a voting member of the committee.
- (d) Minutes of each committee or subcommittee meeting shall be filed with the City Secretary and made available to the City Council upon request.

Section 2.6 Vacancies

Any vacancy occurring in the committee shall be filled by appointment by the City Council for the length of the unexpired term.

Section 2.7 Subcommittees

The committee through a regular vote may appoint two (2) or more of its members to serve on a subcommittee as designated to meet the stated purpose of the Community Engagement Committee (CEC).

Section 2.8 Compensation of Committee Members

Committee members shall not receive any salary or compensation for their services.

ARTICLE III

OFFICERS

Section 3.1 Officers and Terms of Office

- (a) The officers of the committee shall be a Chair, Vice Chair, and Secretary. As soon as practicable, after the annual appointment of new committee members by the City Council, the committee shall select from the members a Chair, Vice Chair, and Secretary, each to serve for one year. Should any of the above referenced officer's positions become vacant, the committee shall hold a special election to fill such vacancy for the duration of the unexpired term.

- (b) All officers shall be subject to removal from office at any time by a vote of a majority of the City Council.

Section 3.2 Powers of the Chair

The Chair shall preside at all meetings of the committee in accordance with the Board and Commission Manual and perform all duties incident to the office of Chair and such other duties as may be prescribed by the committee and the City Council.

Section 3.3 Vice Chair

In the absence of the Chair, or in the event of their inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as from time to time may be prescribed.

Section 3.4 Secretary

The Secretary shall ensure that minutes of each committee meeting shall be filed with the City Secretary and in general shall perform all duties as from time to time may be assigned to him/her by the Chair or the committee. In absence of the Chair and Vice Chair, or in the event of their inability or refusal to act, the Secretary shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. In the absence of the Secretary, the Chair or acting Chair shall designate a member to perform the duties of the Secretary.

ARTICLE IV

BOARD DUTIES AND RESPONSIBILITIES

Section 4.1 Duties and Responsibilities

The duties and responsibilities of the Community Engagement Committee (CEC) shall be to:

- (a) Act in an advisory capacity to the City Council in matters pertaining to community engagement, including the Southlake Program for the Involvement of Neighborhoods (SPIN) Town Hall Forums.
- (b) Serve in accordance with the provisions of the Board and Commission Manual.
- (c) Cooperate with other city boards and commissions, other governmental agencies, civic groups, and all citizens of the city in the advancement of community engagement.
- (d) Recommend policies, programs, tools, and technology for the advancement of community engagement within the city, along with any associated budgetary impacts, for consideration by the City Manager and City Council.
- (e) Annually review and provide comments on the City's communication plan that highlights the City's outreach and engagement efforts for the year, identifies key topics of interest to community members, and identifies tools or techniques to aid in community engagement.
- (f) Annually review the Southlake Program for the Involvement of Neighborhoods (SPIN) Map and recommend revisions to the City Council, as necessary.
- (g) Annually prepare and submit a report to the City Council regarding the City's community engagement efforts and the accomplishments of the committee throughout the year; and
- (h) Perform such other advisory tasks as are delegated to it by the City Council.

ARTICLE V

STAFF LIAISON

Section 5.1 Staff Liaison

A staff liaison shall be designated by the City Manager to work with the committee in accordance with the Board and Commission Manual.

ARTICLE VI

AMENDMENTS TO BYLAWS

Section 6.1 Amendments to Bylaws

The committee may amend these bylaws, and may adopt new bylaws at the committee's discretion, with approval from the City Council.

This ordinance shall be cumulative of all provisions of ordinances of the City of Southlake, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 9.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

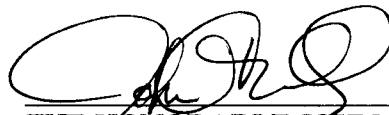
SECTION 10.

All rights and remedies of the City of Southlake are expressly saved as to any and all violations of the provisions of Ordinance No. 1073 or any other ordinances affecting community engagement which have accrued at the time of the effective date of this ordinance; and as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 11.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON FIRST READING ON THIS 5th DAY OF NOVEMBER, 2013.



THE HONORABLE JOHN TERRELL, MAYOR

ATTEST:



ALICIA RICHARDSON, CITY SECRETARY



PASSED AND APPROVED ON SECOND READING ON THIS 19th DAY OF NOVEMBER, 2013.

John Terrell

THE HONORABLE JOHN TERRELL, MAYOR

ATTEST:

Alicia Richardson

ALICIA RICHARDSON, CITY SECRETARY



EFFECTIVE: 11-19-2013

APPROVED AS TO FORM AND LEGALITY:

E. Allen Tyler Jr.

CITY ATTORNEY