

COLLEYVILLE CENTER ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Community Center Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-93-893 on June 15, 1993. The purpose of Colleyville Community Center Advisory Committee is to maximize the role of citizens in the planning, design and operation of the Community Center project and was established for a time period not to exceed one year.

The Colleyville Community Center Advisory Committee's charge was revised by the City Council of Colleyville, Texas, by Resolution R-97-1326 on October 21, 1997. The purpose of the Colleyville Community Center Advisory Committee is to -recommend policies for rental and use of the Colleyville Center including policies and procedures; fee structure; develop long range plans for the use and marketing of the Center; and provide a written report of the Committee's activities and future plans to City Council on an annual basis.

The Colleyville Community Center name was changed by City Council, by Resolution R-02-2058 on November 19, 2002, to Colleyville Center.

ARTICLE II – Membership

- 2.1 The Colleyville Center Advisory Committee shall consist of fourteen members (14) who shall be appointed by the City Council for a two-year term. The following civic organizations shall select a single representative from their organization to serve on the Advisory Committee for a two-year term; Colleyville Women's Club, Colleyville Lions Club, Colleyville Garden Club, Colleyville Chapter of National Charity League, Arts Council NE and Colleyville Rotary Club. All other members of the Advisory Committee shall serve at-large.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Center Advisory Committee shall be reported to the City Secretary and will be filled with an appointment by the City Council for the length of the unexpired term.

- 2.5 If a member of the Colleyville Center Advisory Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Center Advisory Committee shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Center Advisory Committee shall elect the Chair and Vice Chair annually, from among the members, at the next regularly scheduled meeting following City Council appointments. The Chair, shall have a minimum committee tenure of one-year, and the Vice Chair with no length of term requirement. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Center Advisory Committee records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held quarterly, on the second or third Monday of February, May, August and November at 5:30 p.m., at Colleyville Center. Meeting dates, times and location may be changed, as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Center Advisory Committee members shall constitute a quorum to conduct business of the Colleyville Center Advisory Committee. The act of the Colleyville Center Advisory Committee members present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Center Advisory Committee.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.

- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Center Advisory Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Center Advisory Committee may establish subcommittees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Center Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to Colleyville Center.
- 5.2 Committee members recommend policies for rental and use of the Colleyville Center including policies and procedures, and fee structure, develop long range plans for the use and marketing of the Center; and provide a written report of the Committee's activities and future plans to City Council on an annual basis.
- 5.3 Committee members shall cooperate with City boards, commissions and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of the Colleyville Center.
- 5.4 The Colleyville Center Advisory Committee members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.5 The Colleyville Center Advisory Committee member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.6 The Colleyville Center Advisory Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.