

Citizens' Bond Advisory Committee 2011 Bylaws

Article I. Creation of the Committee

The Citizens' Bond Advisory Committee (CBAC) operates under a charter that was approved by the Travis County Commissioners Court on January 18, 2011.

Article II. Roles and Responsibility of the Committee

1. This Citizens' Bond Advisory Committee shall be composed of 15 members, 3 appointed by each of the 5 Commissioner Court members. The Committee establishes its own operating procedures (with the guidance of the charter) and elects their own Chair. All meetings will be open to the public. The role of the Committee shall be the following:
 - a. Establish a democratic, inclusive process to study a bond program that ensures the confidence and trust of the Travis County voters.
 - b. Review information from Travis County staff regarding county roles and authorities, previous bond programs, the current needs for improved or additional facilities, related maintenance and operating costs for each project and the financial capabilities of the County to assume bond debt.
 - c. Review demographic trends and other relevant studies to determine the impact of population growth patterns on County facilities.
 - d. Identify the fundamentally critical needs for Travis County capital projects including county roads and right of way for State Farm-to-Market Roads, parks, open space, storm water drainage, and new Courthouse in the context of the financial impact on taxpayers along with programmatic impact and community benefits.
 - e. Review pertinent information regarding Travis County Courthouse if charged by Commissioners Court.
 - f. The Citizens' Bond Advisory Committee will normally allow up to three minutes for citizens comments, per citizen, per evening regarding the bond program. The Committee reserves the right to set a time limit, for this block of time, in interest of preserving the agenda.
 - g. Determine if project proposals meet appropriate tests for inclusion in a bond program and are coordinated with other civic efforts. Appropriate tests shall include but not be limited to the following:
 - All projects should be based upon need, and have a significant scale and outcome, and an expected 20-year design life or better

- All projects must be able to be completed within seven years of the bond election.
 - All projects must be consistent with County adopted plans and policies
 - All projects must demonstrate value and affordability and should include a fiscal impact analysis of their associated operating and maintenance costs, and an analysis of the implications of not building the capital improvements.
 - All candidate projects should consider joint use with other jurisdictions and private entities and due consideration should be given to overlapping debt.
 - All projects should reflect Travis County's statutory responsibilities and include serious consideration of citizens' previously voiced needs.
4. The Committee shall conduct public meetings throughout Travis County from the beginning to the end of the Committee process to receive public input on proposed needs and related impacts.
 5. In order to avoid any perception of a conflict of interest, no Committee member may bid on a County capital project or benefit financially from any project under consideration.
 6. The Committee will advise the Travis County Commissioners Court on the need for a bond election and the prospects for conducting a successful election on November 8, 2011. If a bond program is warranted, the Committee shall advise the Court on the overall scope of a bond package, recommend a prioritized list of projects and report on the fiscal impacts to the County and to local jurisdictions.
 7. The Committee will provide an initial status report to the Commissioners Court within two months after their first meeting and then every 6 to 8 weeks thereafter, with a final report due no later than July 12, 2011.

Deleted: (June 1??? July1??).

Inserted: (June 1??? July1??).

Article III. Election of Officers

The Committee shall elect a Chair and a Vice-Chair who will serve until the charter is fulfilled. Such other officers may be elected as necessary to carry out the business of the Committee.

Article IV. Chair and Vice Chair

The Chair shall be the principal officer of the Committee and shall preside at all meetings of the Committee. In the absence of the Chair, the Vice-Chair shall preside at such meetings. The Chair shall be responsible for appointing all sub-committee Chairs, and may serve as an ex-officio member of any sub-committee. In the event an Officer is unable to fulfill his/her term, the Committee shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.

Article V. Quorum and Action

Eight (8) members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.

Article VI. Creation of Sub-Committees

The Committee may designate one or more sub-committees, as it becomes necessary.

Article VII. Attendance

Members are expected to attend all meetings. TNR staff will maintain attendance records documenting Committee member absences. If a member is unable to attend a scheduled meeting, notification must be provided to the Chair and Staff two (2) days prior to the meeting. A member's seat on the Committee shall be considered abandoned after four (4) unexcused Committee meeting absences and the Committee would then recommend that the Court replace the member.

Article VIII. Regular Meetings

The Committee shall meet regularly, twice per month on Thursdays and on such other dates or at such other locations as is specified by the Chair.

Article IX. Special Meetings

Special meetings of the Committee may be called by or at the request of the Chair.

Article X. Open Meetings

All meetings of the Committee shall be open to the public and are subject to the Texas Open Meetings Act.

Article XI. External Communications and Public Involvement

1. Document Releases

Any document representing the official position or policy of Travis County, which is to be distributed to the public, shall be reviewed and approved by the Travis County Commissioners Court.

2. Web Page

Travis County will maintain a web page that will contain information about the bond program such as meeting dates, agendas, minutes of meetings and project lists.

3. Public Meetings and Forums

Public meetings are defined within the scope of this bond program as the meetings where the Citizens Bond Advisory Committee conducts its regular business. Public

forums are defined as those meetings that will take place in the precincts where the setting is more conducive to public attendance and input.

4. Public Hearings

These hearings are defined within the scope of this bond program as meetings set by the Travis County Commissioners Court that have been legally advertised as public hearings and where citizens can testify on subject matters before the Citizens Bond Advisory Committee or Commissioners Court.

5. Procedures for Handling Citizen's Comments

a. *Oral Comments Made at Public Meetings and at Hearings*

These comments are recorded on tape and then transcribed either by TNR Staff or by Commissioners Court staff and are found in the minutes of the meeting/hearing.

b. *Written Comments*

These comments will come in either through the TNR P.O. Box number or via the County's Web Site that will contain an email link. Comments will be received by TNR Administrative Staff, forwarded to TNR Planning Staff who will share them with the Committee Members at the next CBAC meeting.

c. *Phone Calls*

These comments will primarily come to Travis County Commissioners Offices or through the 2011 Bond Hotline. Those comments coming from Commissioners Offices will be forwarded to TNR Planning either by email or voice mail. TNR Staff will transcribe comments received from the Voice-Mail Hotline. All comments will be shared with the Committee Members at the next CBAC meeting.

Article XII. Internal Communications Between Staff and Committee

1. Single-Point-of-Contact for the Committee

This contact will be Carol B. Joseph for TNR or her designee.

2. Document Organization and Formats

Where appropriate, all documents, including maps and cost estimates will be marked "Draft Subject to Change" on every page. Project lists **shall always** be marked "Draft Subject to Change" until such list is given final approval by the Commissioners Court.

Article XIII. Role of Transportation and Natural Resources (TNR) Staff as Administrative Support

TNR staff will serve as administrative support to the Committee and to its members, posting notices when appropriate, keeping minutes and records of meetings, supplying information, making project presentations, performing technical analysis, and various other tasks as assigned. TNR shall keep tape recordings of all Committee meetings for a

period of five (5) years after each meeting. Printed copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the TNR offices, upon receipt of a written request by the interested party.

Article XIV. Robert's Rules of Order

Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of Committee meetings.

Article XV. Amendment of Bylaws

These Bylaws may be altered or amended by a majority vote of the Committee at any regular meeting of the Committee at which a quorum is present.

Bylaws History

Adopted _____