

**BYLAWS OF THE
BUILDING STANDARDS COMMISSION
NEW BRAUNFELS, TEXAS**

ARTICLE I

The name of this organization shall be the Building Standards Commission of the City of New Braunfels, Texas.

ARTICLE II

The purpose of this organization shall be to ensure compliance with city building standards as they may be amended from time to time in accordance with the powers bestowed on this commission by city ordinance and state law.

ARTICLE III

Section 1. Appointments

The commission shall be composed of five (5) members who must be residents of the City of New Braunfels appointed by city council to serve two-year staggered terms. The members shall be appointed by the City Council and their terms shall be two (2) years. Unexpired terms shall be filled by the City Council.

Section 2. Resignations

Any member resigning shall submit a letter of resignation to the Chairman, and the resignation shall be approved by the membership at the next regularly scheduled meeting.

Section 3. Absenteeism

A commission member shall be assumed to have resigned his or her position, thereby forfeiting his or her unexpired term of office if, during the calendar year, he or she is absent three (3) consecutive times or a total of four (4) times including special meetings, provided at least five (5) days notice has been given.

ARTICLE IV

A chairman and vice-chairman shall be elected by the membership of this organization at the initial meeting, to serve a one-year term. An officer shall not serve in the same position for more than two consecutive terms unless the members by a two-thirds vote of those present and voting, when there is a quorum, shall deem necessary the continuation of service by any officer to complete a specific project or for a designated purpose. No member may hold more than one office at a time.

The chairman shall preside at all meetings of the commission, shall be a voting member, shall appoint special and standing committee chairmen and shall have the authority to appoint special committees as deemed necessary by the membership. The chairman shall be an ex-officio member of all committees, without vote.

The vice-chairman shall assist the chairman as needed and shall serve as the presiding officer in the absence of the chairman. The vice-chairman shall have the right to vote on all issues that come before the membership.

Records shall be kept of the proceedings of all regular and special meetings and of all correspondence directed by the commission. A file shall be maintained containing the minutes, bylaws and various activities and programs relevant to its work.

Any vacancy in an office shall be filled by election of the commission at its next regular or special meeting.

ARTICLE V

Section 1. The regular meetings of the commission shall be held on the first Monday of each month at a time specified by the membership, unless it is determined by the chairman that a specific meeting date and time must be changed due to the weather, lack of a quorum or some other sufficient reason. The commission has the authority to change the meeting day and date by a majority vote of those present and voting, when a quorum is present.

Section 2. The commission is empowered to hold and conduct public meetings, which must be open to the public in accordance with the Texas Open Meetings Act, Article 6252-17, Vernon=s Texas Civil Statutes.

Section 3. The commission or the chairman shall have the authority to call special meetings with at least five (5) days notice to all members. Only the business specified in the call of the meeting may be discussed.

Section 4. Three (3) members shall constitute a quorum.

ARTICLE VI

Section 1. Standing and Special Committees may be appointed by the chairman as deemed necessary by the commission.

Section 2. All meetings of Standing and Special Committees shall be open to the public.

Section 3. A majority of the members of a committee shall constitute a quorum.

Section 4. Each member of the commission shall be expected to participate in committee work.

ARTICLE VII

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the commission in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any special rules, the City Charter or State law.

ARTICLE VIII

These bylaws may be amended at any regular or special meeting of the commission by a two-thirds (2/3) vote of those present and voting with a quorum in attendance, provided at least fifteen (15) days written notice has been given to all members.

Rev. February 4, 2002

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