

BYLAWS OF THE

CITY OF NEW BRAUNFELS HERITAGE COMMISSION

New Braunfels, Texas

ARTICLE I

Name

The name of this organization shall be The New Braunfels Heritage Commission.

ARTICLE II

Object (or Purpose)

The object (purpose) of this organization shall be to: To serve in an advisory capacity to the City Council on matters relating to heritage and historic preservation activities, events and projects that will benefit the citizens of the City. The Commission shall advise the City Council on uses of any funding that may be available from private and/or public sources that will benefit any local heritage activity, project, or organization serving the citizens of the City; such advice and/or recommendations on uses of funds shall not be restricted in any manner except by law.

ARTICLE III

Members

Section 1. Appointments

The New Braunfels Heritage Commission shall be composed of seven (7) citizens of the City, who are interested in historic preservation and heritage activities. Such Commission shall consist of

seven members, with appointments being made by the City Council so that the terms of each member of such Commission shall be for three years, staggered so that no more than three members shall be appointed each year. Unexpired terms shall be filled by the City Council.

Section 2. Resignations

Any member resigning shall submit a letter of resignation to the City Secretary's Office and shall thereby be removed from the Commission upon receipt.

Section 3. Absenteeism

A Commission member shall be assumed to have resigned the commission member's position, thereby forfeiting ~~his or her~~ the commission member's unexpired term of office if, during member's current appointed term, the commission member is absent two (2) consecutive times or a total of three (3) times including special meetings, provided at least five (5) days' notice has been given.

ARTICLE IV

Officers

A chairperson, and vice-chairperson shall be elected by the membership of the organization at the annual meeting, to serve a one-year term.

and

No member may hold more than one office at a time.

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

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

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

ARTICLE V

Meetings

Section 1. A regular meeting of the Commission shall be held in December of each year unless it is determined by the chairperson 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 Meeting Act, Chapter 551, Texas Government Code.

Section 3. The Commission or the Chairperson shall have the authority to call a special meeting 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. A majority of the members shall constitute a quorum.

ARTICLE VI

Parliamentary Authority

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 VII

Amendment of ByLaws

These bylaws may be amended at any regular or special meetings of the commission by a two-third (2/3) vote of those present and voting with a quorum in attendance, provided at least five (5) days' notice has been given to all members—Amendments made to Article III must be approved by the City Council following the recommendation of the commission.

Revised December 19, 2024