

BYLAWS OF NEW BRAUNFELS PARTNERSHIP COMMITTEE

ARTICLE I. NAME AND OFFICE

- 1.1 The New Braunfels Partnership Committee is an official committee of the City of New Braunfels created by ordinance adopted by the City Council.
- 1.2 The principal office of the New Braunfels Partnership Committee (the Committee) shall be located at the New Braunfels City Hall.

ARTICLE II. PURPOSE

- 21 The purpose of the Committee is to create and strengthen partnerships between the City of New Braunfels (the City) and its citizens and Braunfels, Germany, and its citizens, and any other city and its citizens outside the United States approved by the City Council as a "sister city" of New Braunfels in an effort to foster and promote cultural, economic, recreational and educational understanding between the cities and its citizens.
- 22 The Committee shall work with the citizens of the community, local schools, businesses, and civic groups to educate and facilitate participation in programs designed to enhance the partnership(s) between the City of New Braunfels and Braunfels, Germany, and any other city approved by the City Council.
- 23 In order to facilitate such partnerships and understanding, the City may participate, through the Committee, in the Texas Sister Cities Program and/or Sister Cities International Program.

ARTICLE III. MEMBERSHIP, TERMS, APPOINTMENTS

- 3.1 The Committee is composed of ~~fifteen~~eleven (1511) citizens residing within the City or the extraterritorial jurisdiction of the City serving staggered three-year terms. The Mayor shall nominate individuals to the Committee and the City Council shall approve such nominations. The nominations and appointments of Committee members shall be on a rotating basis so that five (5) members shall be appointed each year. When nominating individuals to the Committee, the Mayor shall attempt to assure that Wurstfest, the German American Society, and a representative from the Historic Museums Association are represented on the Committee.
- 3.2 Vacancies on the Committee shall be filled in a like manner for the unexpired term of the vacant position on the Committee.

3.3 The Mayor of the City of New Braunfels shall be an ex-officio member of the Committee.

3.4 A Committee member shall be assumed to have resigned from the Committee and the Committee member's position considered vacant if ~~he/she~~ the Committee member is absent from ~~three~~two (32) ~~consecutive~~ meetings of the Committee within a one-year period ~~and his/her position will be considered vacant~~. This provision can be waived or suspended upon a finding by a majority vote of the Committee that one or more of the absences should be excused.

ARTICLE IV. OFFICERS

4.1 The Committee shall have a chair~~man~~, vice_~~chairman~~, ~~and~~ secretary and any additional officers approved by the Committee. The officers shall serve one-year terms or until their successors are elected and the officers shall be elected at the first meeting of the Committee after creation of the Committee by the City Council. Officers shall be elected annually thereafter based on the election date of the initial officers of the Committee.

4.2 The Chair~~man~~ shall preside at all meetings of the Committee, shall appoint special or standing subcommittee chair~~men~~persons and shall have the authority to appoint special committees as deemed necessary by the Committee. The Chair~~man~~ shall be an ex-officio member of all subcommittees, but shall have no vote at the subcommittee meetings.

4.3 The Vice_~~Chairman~~ shall assist the Chair~~man~~ as needed and directed by the Chair~~man~~. The Vice_~~Chairman~~ shall serve as the presiding officer of the Committee in the absence of the Chair~~man~~.

4.4 The Secretary shall keep a record of the proceedings of all regular and special meetings. In the absence of the Secretary at a meeting, the Chair~~man~~ shall appoint a Secretary Pro-~~Tern~~Tem to keep a record of that particular meeting. The City of New Braunfels shall maintain files containing copies of the minutes, the bylaws, and other documentation concerning the activities and programs of the Committee.

4.5 At the anniversary date of the formation of the Committee, the Committee shall nominate and elect its officers by majority vote. Before the election of officers, additional nominations from the floor shall be permitted.

4.6 If there is more than one candidate for any office, the officer for the contested position shall be elected by written ballot, and must receive a majority vote of the committee.

- 4.7 ~~No member shall hold more than one office at a time, and no member shall be eligible to serve more than three (3) consecutive terms in any one office unless the Committee, by two-thirds vote of members present and voting, approves the additional term of office for a member.~~
- 4.8 Any vacancy in office shall be filled by election of the Committee members at the next regular or special meeting occurring after the vacancy.

ARTICLE V. MEETINGS

- 5.1 The regular meetings of the Committee shall be held on the second ~~Tuesday~~ Wednesday during the months of January, April, July and October at a time specified by the Committee members unless it is determined by the Chair~~man~~ that a specific meeting date and time must be changed due to the weather, availability of Committee members, or some other sufficient reason. The Committee may change the day and time of the regular meetings by a majority vote of the Committee members.
- 5.2 The regular and special meetings of the Committee shall be held at the New Braunfels City Hall, unless the Chair~~man~~ designates a different location for the meeting.
- 5.3 Meetings of the Committee shall be conducted in accordance with the Texas Open Meetings Act.
- 5.4 The Chair~~man~~ of the Committee or three (3) members of the Committee may call a special meeting of the Committee provided that notices of the special meeting are provided in accordance with the Texas Open Meetings Act.
- 5.5 The City Secretary of the City of New Braunfels or his/her designee shall be responsible for posting the notice and agendas for the meetings of the Committee.
- 5.6 A quorum of the Committee shall consist of a majority of the Committee. The Mayor, as an ex-officio member of the Committee, shall not be counted in determining whether a quorum is present at a meeting.

ARTICLE VI. SUBCOMMITTEES

- 6.1 The Committee may appoint such subcommittees as it deems appropriate and necessary for carrying out the purposes for which the Committee has been created.
- 6.2 A Housing Committee, Activities Committee and Finance Committee shall be appointed by the Committee. The Housing Committee shall be responsible for securing housing for officially recognized delegates from Braunfels, Germany or any other sister city. The Activities Committee shall be responsible for

planning and coordinating activities and transportation for officially recognized delegations, tours, or exchanges from Braunfels, Germany or any other sister city. The Finance Committee shall be responsible for developing and implementing a strategy for seeking donations or contributions to help fund Committee projects, tours, or exchanges.

- 6.3 The Chairman shall appoint the Committee members to any subcommittee. A subcommittee may include non-Committee members as ex-officio members of a subcommittee and the ex-officio members of a subcommittee need not be residents of the City of New Braunfels. The Committee shall appoint any ex-officio member to a subcommittee.
- 6.4 The meetings of any subcommittee shall be conducted in accordance with the Texas Open Meetings Act even though a quorum of the Committee may not be members of the subcommittee.

ARTICLE VII. FINANCE

- 7.1 The fiscal year of the Committee shall coincide with the fiscal year of the City, i.e. beginning October 1 of the year and ending September 30 of the following year.
- 7.2 Any accounting records with regard to the revenues or expenditures of the Committee shall be established and maintained by the City's Finance Department. All funds raised by the Committee shall be set aside for the express use of the Committee in accordance with City fiscal policies, budget appropriations, or approval of the City Council when expenditures have not been budgeted or the amount of expenditure must be approved by the City Council.
- 7.3 The Committee may, with the prior approval of the City Council, seek, receive, administer, and utilize gifts, grants, and/or legacies designated to the Committee to further the work of the Committee. Usual or customary donations or contributions may be approved by the City Manager.
- 7.4 The financial records of the Committee shall be audited annually as part of the annual City audit.

ARTICLE VIII. CITY SUPPORT

- 8.01 The City staff shall provide administrative support to the Committee with the approval of the City Manager. The City Manager shall designate the person or person(s) who shall serve as the administrative liaisons with the Committee.

ARTICLE IX. PARLIAMENTARY AUTHORITY

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

ARTICLE X. AMENDMENTS

10.01 ~~Unless otherwise specified herein, t~~These bylaws may be amended at any regular or special meeting of the Committee by a two-thirds (2/3) vote of those present and voting provided that at least fifteen (15) days written notice of the proposed amendments has been given to all Committee members. ~~Any amendment adopted by the Committee must be approved by the City Council before it is effective.~~