

# **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 Mayor, and the resignation shall be approved by the City Council 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**

### **Officers**

A chairman, and vice-chairman 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 Chairman shall preside at all meetings of the Commission and 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.

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 annually at a time agreed upon by the Commission, 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 Meeting Act, Chapter 551, Texas Government Code.

*Section 3.* The Commission or the Chairman 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 meeting of the commission by a two-third (2/3) vote of those present and voting with a quorum in attendance, provided at least fifteen (15) day written notice has been given to all members. No amendment adopted by the commission shall become effective until after approval by the City Council.

Adopted May 10, 2021