

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PRAIRIE VIEW, TEXAS, ESTABLISHING A COMMUNITY ENGAGEMENT BOARD FOR THE CITY OF PRAIRIE VIEW; ESTABLISHING THE NUMBER OF MEMBERS AND THEIR TERMS OF OFFICES; PROVIDING FOR DUTIES AND RESPONSIBILITIES OF THE COMMUNITY ENGAGEMENT BOARD; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Prairie View, Texas, deems it advisable and necessary to establish a Community Engagement Board (CEB) to act as an advisory board to the City Council in matters regarding community engagement, outreach programs and related issues; and

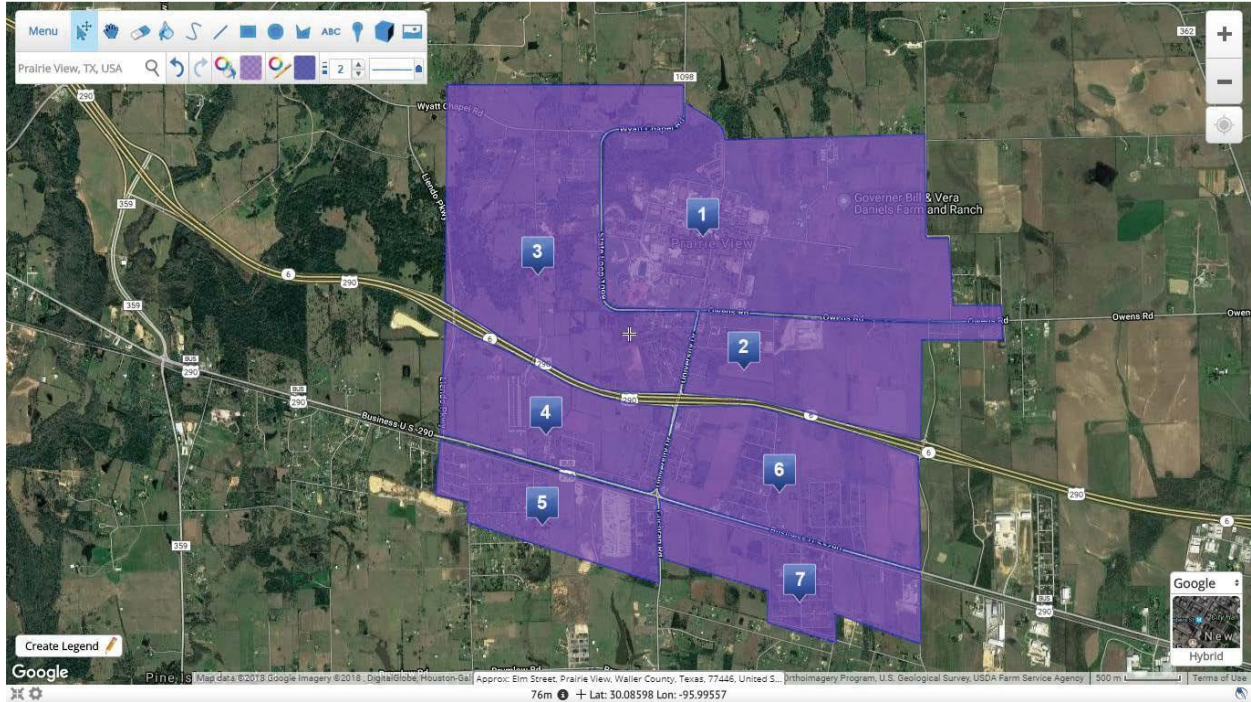
WHEREAS, the City Council is proud to announce a renewed commitment to enhancing communication and engagement within the Prairie View community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRAIRIE VIEW, TEXAS:

Section 1. Creation of Community Engagement Board: There is hereby established a Community Engagement Board (CEB) for the city hereinafter referred to as the Board."

Section 2. Number of Members, Qualifications and Terms: The Board shall consist of seven (7) citizens of the City of Prairie View, Texas, who shall be appointed by a majority vote of the City Council for one (1) year terms upon the recommendation of the Mayor. Terms of office for members shall commence on October 1st and expire on September 31st. Places on the Board shall be numbered one (1) through seven (7). Members appointed to odd - numbered places shall be appointed in odd - numbered years, and members appointed to even - numbered places shall be appointed in even - numbered years, provided, however, that the initial term of the odd - numbered places shall be one (1) year. Members shall serve until their successors are appointed, without compensation. Members shall serve without compensation. Unless removed by the City Council, members shall continue to serve upon expiration of their term until a successor is appointed. Vacancies on the Board are to be filled by City Council appointment for the length of the unexpired term.

The City of Prairie View shall be split into (7) sections and only each member has to be from a specified section of the City. Please refer to the sections below to understand. The Community Engagement Board application will be available for potential applicants to complete in its entirety to be for consideration and review before appointment.



Section 3. Meetings and By-Laws: The Board shall select from the members a chairman, vice-chairman, and secretary who shall serve for one-year terms, and thereafter until their successors are elected. The bylaws attached to this ordinance as Exhibit A, which are hereby approved, shall govern the meetings of the Board. Thereafter, the Board may amend such by-laws, or adopt new bylaws, as the Board determines is appropriate to best govern the holding of its meetings, provided that any amendments or new bylaws shall be effective only after being approved by the City Council. The Board's bylaws shall be consistent with state law, the City Charter and City Code, and shall, at a minimum, encompass the following matters:

- 1) Regular meetings shall be held once a month.
- 2) Manner of holding and calling of special meetings shall be specified.
- 3) Majority of members shall constitute a quorum.
- 4) Members not planning to attend a regular meeting or special meeting shall notify the staff liaison or the chair of the Board by 12:00 o'clock noon of the meeting day.
- 5) Any member with unexcused absences from two (2) consecutive meetings or not exhibiting interest in the work of the Board shall be reported to the City Council. The City Council may, at its discretion, remove the Board member and upon recommendation of the Mayor appoint a replacement.

6) Minutes of each meeting shall be filed with the City Secretary.

Section 4. Duties and Responsibilities: The duties and responsibilities of the Board shall be to:

1) Act in an advisory capacity to the City Council in matters pertaining to community engagement events, Town Hall Forums, surveys, and other community engagement tools.

2) Cooperate with other city boards and commissions, other governmental agencies, civic groups, and all citizens of the city in the advancement of community engagement.

3) Recommend policies, programs, tools, and technology for the advancement of community engagement within the city, along with any associated budgetary impacts, for consideration by the Mayor and City Council.

4) Create a communication plan for the City and annually review and provide comments on the City's communication plan that highlights the City's outreach and engagement efforts for the year, identifies key topics of interest to community members, and identifies tools or techniques to aid in community engagement.

5) Create a Prairie View Community Engagement Strategic Plan, annually review the Prairie View Community Engagement Strategic Plan, and recommend revisions to the City Council, as necessary.

6) Annually prepare and submit a report to the City Council regarding the City's community engagement efforts and the accomplishments of the Board throughout the year.

7) Perform such other advisory tasks as are delegated to it by the City Council.

Section 5. Staff Liaison: A staff liaison shall be designated by the Mayor to work with the Board.

Section 6. Unless the City Council affirmatively votes to continue the existence of the Board, the Board shall be automatically dissolved and abolished twenty-four months after the date of enactment of this ordinance without further action by the City Council. No later than fifteen months from the date of enactment of this ordinance, the Board shall present to the City Council a report of the Board's activities in order to assist the City Council in evaluating whether the Board's existence should be continued.

Section 7. All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed, but only to the extent of any such conflict.

Section 8. Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part of provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinances as a whole.

Section 9. This Ordinance shall take effect immediately from and after its passage and the publication as provided by law.

Section 10. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED, APPROVED and ADOPTED on this ____ day of _____, 2019.

By: _____

David Allen, Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

BYLAWS OF THE CITY OF PRAIRIE VIEW COMMUNITY ENGAGEMENT BOARD

ARTICLE I

PURPOSE AND POWERS

Section 1.1 Purpose

The Prairie View City Council established the Community Engagement Board (CEB) to act as an advisory board to the City Council in matters regarding community engagement, outreach programs and related issues.

Section 1.2 Powers

In fulfillment of its purpose, the Community Engagement Board (CEB) shall be governed by and shall have all the powers set forth in the Prairie View City Code and other applicable law.

ARTICLE II

BOARD MEMBERS

Section 2.1 Composition and Terms of Office

a) The Board shall consist of seven (7) citizens of the City of Prairie View, Texas, and shall be appointed by the City Council, upon recommendation of the Mayor, giving strong consideration to the geographical location and diversity of Board members in relation to the demographics of the community.

b) Members shall be appointed for one (1) year terms. Terms of office for members shall commence on October 1st and expire on September 31st. Places on the Board shall be numbered one (1) through seven (7). Members appointed to odd - numbered places shall be appointed in odd - numbered years, and members appointed to even - numbered places shall be appointed in even - numbered years, provided, however, that the initial term of the odd - numbered places shall be one (1) year. Members shall serve until their successors are appointed. Vacancies on the Board are to be filled by City Council appointment, upon recommendation of the Mayor, for the length of the unexpired term.

c) Annually, within thirty (30) days after appointment of new members, staff will provide and all members will complete any orientation and training requirements as set out by City Council.

Section 2.2 Meetings of the Board

The Board shall meet quarterly in the City Hall building or other designated public meeting area. Additionally, the Board shall establish a yearly schedule of joint meetings with other boards, commissions, or community organizations, as appropriate. Members not planning to attend a regular meeting, joint meeting, or special meeting shall notify the staff liaison or chair of the Board by 12:00 o'clock noon of the meeting day. Any member with unexcused absences from two (2)

consecutive meetings or not exhibiting interest in the work of the Board shall be reported to the City Council, as outlined in the Board and Commission Manual. The City Council may, at its discretion, remove any Board member and upon recommendation of the Mayor appoint a replacement, for any reason. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public in accordance with Chapter 551 of the Texas Local Government Code.

Section 2.3 Special Meetings

The Board may hold special meetings, as needed, to accomplish its stated purpose. The Chair shall fix a place and time for such special meetings. Notice shall be given to the public in accordance with Chapter 551 of the Texas Local Government Code.

Section 2.4 Quorum

A simple majority of the entire Board shall constitute a quorum to conduct official business of the Board.

Section 2.5 Conduct of Business

- a) At the meeting of the Board, matters pertaining to the business of the Board, as posted on the agenda, shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.
- b) At all meetings of the Board, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside. In absence of both the Chair and Vice Chair, the Secretary shall preside.
- c) The Chair shall be a voting member of the Board.
- d) Minutes of each Board or Sub-Board meeting shall be filed with the City Secretary and made available to the City Council upon request.

Section 2.6 Vacancies

Any vacancy occurring in the Board shall be filled by appointment by the City Council, upon recommendation of the Mayor, for the length of the unexpired term.

Section 2.7 Sub-Boards

The Board through a regular vote may appoint two (2) or more of its members to serve on a Sub-Board as designated to meet the stated purpose of the Community Engagement Board (CEB).

Section 2.8 Compensation of Board Members

Board members shall not receive any salary or compensation for their services.

ARTICLE III

OFFICERS

Section 3.1 Officers and Terms of Office

a) The officers of the Board shall be a Chair, Vice Chair, and Secretary. As soon as practicable, after the annual appointment of new Board members by the City Council, the Board shall select from the members a Chair, Vice Chair, and Secretary, each to serve for one year. Should any of the above referenced officer's positions become vacant, the Board shall hold a special election to fill such vacancy for the duration of the unexpired term.

b) All officers shall be subject to removal from office at any time by a vote of a majority of the City Council.

Section 3.2 Powers of the Chair

The Chair shall preside at all meetings of the Board and perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board and the City Council.

Section 3.3 Vice Chair

In the absence of the Chair, or in the event of their inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as from time to time may be prescribed.

Section 3.4 Secretary

The Secretary shall ensure that minutes of each Board meeting shall be filed with the City Secretary and in general shall perform all duties as from time to time may be assigned to him/her by the Chair or the Board. In absence of the Chair and Vice Chair, or in the event of their inability or refusal to act, the Secretary shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. In the absence of the Secretary, the Chair or acting Chair shall designate a member to perform the duties of the Secretary.

ARTICLE IV

BOARD DUTIES AND RESPONSIBILITIES

Section 4.1 Duties and Responsibilities

The duties and responsibilities of the Community Engagement Board (CEB) shall be to:

a) Act in an advisory capacity to the City Council in matters pertaining to community engagement, outreach programs/projects, and related issues.

b) Vote on official City Traditions to be recommended to City Council for approval and adoption.

c) Vote on questions for the annual City Survey to be received and answered by Citizens.

d) Cooperate with other city boards and commissions, other governmental agencies, civic groups, and all citizens of the city in the advancement of community engagement.

e) Recommend policies, programs, tools, and technology for the advancement of community engagement within the city, along with any associated budgetary impacts, for consideration by the Mayor and City Council.

f) Create a City communication plan and annually review and provide comments on the City's communication plan that highlights the City's outreach and engagement efforts for the year, identifies key topics of interest to community members, and identifies tools or techniques to aid in community engagement.

g) Create a Prairie View Community Engagement Strategic Plan, annually prepare and submit a report to the City Council regarding the City's community engagement efforts and the accomplishments of the Board throughout the year; and

h) Perform such other advisory tasks as are delegated to it by the City Council.

ARTICLE V

STAFF LIAISON

Section 5.1 Staff Liaison

A staff liaison shall be designated by the Mayor to work with the Board in accordance with the Board and Commission Manual.

ARTICLE VI

AMENDMENTS TO BYLAWS

Section 6.1 Amendments to Bylaws

The Board may amend these bylaws, and may adopt new bylaws at the Board's discretion, with approval from the City Council.