

**ORDINANCE NO. 2018-O-050**

**AN ORDINANCE AMENDING DIVISION 1 “GENERALLY,” OF CHAPTER 2 “ADMINISTRATION,” ARTICLE V, “BOARDS, COMMISSIONS, COUNCILS, ETC.,” OF THE LAREDO CITY CODE TO ADOPT UNIFORM POLICIES FOR ALL BOARDS COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL; MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE (AS AMENDED).**

**WHEREAS**, the City Council has established various boards, commissions, and committees to assist in the performance of City business as well as to provide the City Council with input from the public on various issues; and

**WHEREAS**, many of these boards, commissions, and committees do not have bylaws or operating procedures which has led to problems of inconsistency and inefficiency, in particular with regards to meeting frequency and attendance; and

**WHEREAS**, the City Council desires to obtain uniformity with its approach and has requested staff to adopt certain policies applicable to all boards, commissions and committees not subject to any other provision of law; and

**WHEREAS**, City staff has made and included those changes for review by the City Council; and

**WHEREAS**, the City Council finds that adoption of this Ordinance is in the best interest of the public, as it will improve the value of governance in the City by providing increased citizen input in the regulatory process.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:**

**SECTION 1.** The findings and recitations set out in the preamble to this Ordinance are found to be true and correct, and are hereby adopted by the City Council, and made a part hereof, for all purposes.

**SECTION 2.** Division 1 “Generally” of Chapter 2 “Administration,” Article V “Boards, Commissions, Councils, etc.” of the Laredo Code is hereby amended to read and provide as follows:

**“DIVISION 1. GENERALLY**

**Sec. 2-151. Definitions.**

(a) As used in this section “**meeting**” shall mean regularly scheduled meetings and specially called meetings in which one or more action items is to be considered.

(b) As used in this section “**committee**” shall mean committees, boards, and commissions, task forces, councils, etc.

**Section 2-152. Applicability.**

Committees that have been specifically created by ordinance, charter or statute are exempt from this Ordinance to the extent that any provision contained therein is in direct conflict.

**Sec. 2-153. Meeting Frequency.**

(a) Committees shall meet at least once a month, unless otherwise authorized by the City Manager or stipulated by law or Council action.

(b) Committees shall establish a regular meeting schedule, unless otherwise authorized by the City Manager or stipulated by law or Council action.

**Sec. 2-154. Location of Meetings.**

If possible, committee meetings shall take place at the Laredo City Hall, specifically at Council Chambers if Council Chambers is available for use and can accommodate the committee.

**Section 2-155. Meeting Recording or Livestreaming.**

(a) Committees must make a video and audio recording of all committee meetings. The recording of the meeting must be made available not later than seven days after the date of the meeting.

(b) If possible, committee meetings shall also be broadcast over the Internet in real time.

(c) The staff liaison shall be responsible for recording the committee meetings.

(d) Audiovisual recordings of meetings for which minutes are prepared shall be kept for at least ninety 90 days after approval of the minutes by the committee.

**Section 2-156. Failure to Establish Quorum.**

To the extent permitted by law, if a committee is unable to establish a quorum for a regularly scheduled meeting, the City Manager may bypass the committee and place any item on the committee’s agenda for that meeting on the next regularly scheduled City Council meeting.

**Section 2-157. Automatic Forfeiture.**

Committee members shall automatically forfeit their appointed position for failure to attend three meetings in one calendar year, irrespective of whether said absences are excused, unexcused, consecutive or non-consecutive. The staff liaison shall immediately notify the appointing councilmember following the forfeiture to allow for the appointment of another individual to fill the removed member's unexpired term of office. Nothing herein prohibits the City Council from removing a committee member at any time for any reason, including inefficiency, neglect of duty, or misconduct in office prior to the end of the appointed member's term.


**Secs. 2-158—2-170. Reserved.**

**SECTION 3.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

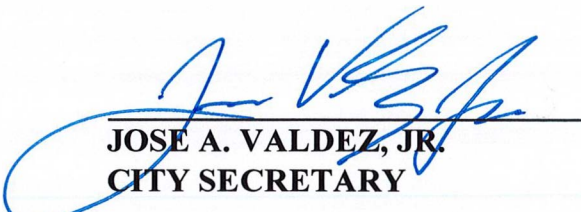
**SECTION 4.** The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent or in with conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

**SECTION 5.** This Ordinance shall become effective from and after its adoption and publication in accordance with the provisions of the Charter of the City of Laredo.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON  
THIS 2 DAY OF April 2018.**

  
**PETE SAENZ  
MAYOR**

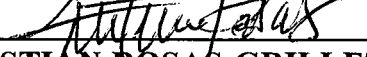
**ATTESTED:**

  
**JOSE A. VALDEZ, JR.  
CITY SECRETARY**



**APPROVED AS TO FORM:**

**KRISTINA K. LAUREL HALE  
CITY ATTORNEY**

BY:   
**CRISTIAN ROSAS-GRILLET  
ASSISTANT CITY ATTORNEY**

**Final Reading of Ordinances 13.**

**City Council-Regular**

**Meeting Date:** 04/02/2018

**Staff Source:** Cristian Rosas-Grillet, Assistant City Attorney

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**SUBJECT**

**2018-O-050** An Ordinance amending Division 1 "Generally," of Chapter 2 "Administration," Article V "Boards, Commissions, Councils, etc.," of the Laredo City Code to adopt uniform policies for all Boards Commissions and Committees created by the City Council; making various findings and provisions related to the subject; providing that this ordinance shall be cumulative; providing a severability clause; providing for publication; and providing for an effective date (As amended).

**PREVIOUS COUNCIL ACTION**

On March 19, 2018, City Council introduced the ordinance.

**BACKGROUND**

N/A

**COMMITTEE RECOMMENDATION**

N/A

**STAFF RECOMMENDATION**

Staff recommends approval of this ordinance.

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**Fiscal Impact**

**Fiscal Year:**

**Budgeted Y/N?:**

**Source of Funds:**

**Account #:**

**Change Order: Exceeds 25% Y/N:**

**FINANCIAL IMPACT:**

N/A

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**Attachments**

2018-O-050

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