CITY OF EL PASO

Committee on Border Relations
Bylaws

The Committee on Border Relations (hereinafter referred to as “BR Committee”) hereby adopts these Bylaws to govern their own proceedings and carry out the purposes for which the BR Committee was created, not inconsistent with the charter and ordinances of the City. These Bylaws shall be supplementary to the City of El Paso Municipal Code provisions governing the BR Committee, as may be amended by the El Paso City Council.

ARTICLE I - Membership
1. The members of the BR Committee shall be those members appointed per Ordinance No. 18789 as adopted by City Council and as may be amended.

ARTICLE II - Officers
1. The BR Committee shall elect from among its members a Chair and Vice-Chair to serve in the absence of the Chair. The officers shall be elected annually during the month of June, but in any case shall hold office until their successors have been elected.
2. Officers shall assume office on the day of election, immediately following election. The officers shall qualify as regularly appointed members of the BR Committee. The duties of the officers shall be those usually pertaining to their respective offices.
   The Chair shall preside at all meetings of the BR Committee, but if for any reason s/he is absent or unable to act, then the Vice-Chair shall preside at such meetings and at such times shall exercise all of the powers and discharge the duties of the Chair. Upon the arrival of the Chair, the acting Chair shall immediately relinquish the chair up on the conclusion of the item of business then pending before the BR Committee.
3. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the BR Committee, shall state questions coming before the BR Committee as necessary for clarity, and shall announce the decision of the BR Committee on all subjects.
4. All questions of order shall be decided by the presiding officer with the right of appeal
from his/her decision to the BR Committee that is then present, the majority of whom may override his/her decision.

5. The Chair shall represent the BR Committee before the Mayor and Council as well as the general public, and may appoint any member to appear on his/her behalf.

**ARTICLE III - Meetings**

1. The BR Committee shall hold not less than two (2) regular meetings each year.

2. An annual business and organization meeting shall be held in June, at which time an election of officers will be held, the by-laws reviewed, a program of objectives adopted and a schedule of meetings, order of business and other activities for the ensuing year established.

3. Special meetings may be called by the Chair and may be held at any time provided that seventy-two hour notice is posted pursuant to state law requirements and written or verbal communication to all BR Committee members is sent on or before five (5) days of the scheduled meeting.
4. When a member is absent from three consecutive meetings, the Executive Secretary shall report this fact to the Mayor and City Council or the appropriate appointing entity so that consideration may be given to removal of such member.

5. The BR Committee hereby adopts the current edition of Roberts' Rules of Order as its rules of procedure that will govern the business proceedings of the BR Committee whenever they are not in conflict with the provisions of any ordinances establishing this BR Committee or the provisions of these Bylaws. All questions on matters of procedure shall be referred to the City Attorney or his/her designee.

ARTICLE IV - Quorum

A quorum of the BR Committee shall consist of five members (5) of the qualified voting members and shall be required to convene, recess or adjourn any regular or special meeting. The minutes of the BR Committee shall reflect the names of the members and ex-officio members present at the meetings.

ARTICLE V - Voting

A. Generally

1. A majority of votes cast by those members present and voting, a quorum being present shall carry all motions, except as elsewhere specified in these Bylaws or in state law.

2. When discussion on an agenda item is commenced, no member shall leave the meeting area including any ante-room(s) attached to the meeting area until the vote is disclosed.

3. A member may change his/her vote after the roll has been completed and before announcement of the result, but not thereafter unless the item has been reconsidered.

4. In cases where a unanimous vote of the BR Committee is not received on a question before the BR Committee, the Executive Secretary shall take a verbal poll of the members to appropriately record the vote and announce the decision.

5. Each regularly appointed member shall be entitled to one vote on any matter that may come before the BR Committee.

B. Reconsideration of items
1. The BR Committee shall be authorized to reconsider any item prior to the expiration of the meeting at which the item was heard and decided on. A motion to reconsider prior to the expiration of such meeting may be made by any member who voted on the prevailing side on the agenda item.

2. A motion to reconsider is the exclusive method by which an item can again be brought before the BR Committee after the meeting at which a final vote was taken except as provided for in B.3. A motion to reconsider may be made by any member who voted on the prevailing side on the agenda item and shall only be available in the following circumstances:
   a. When it is not clear on the record what the BR Committee’s decision was.
   b. When the El Paso City Council refers the item back to the BR Committee.

3. An item may be brought before the BR Committee again at any time at the request of the Executive Secretary when necessary to cure a defect as to notice, or to cure any other similar defect that could render the prior public meeting invalid under state law.

4. Validation: No decision of the BR Committee otherwise valid pursuant to state law and the laws of the City of El Paso, Texas shall be invalidated by failure to comply with these Bylaws.

**ARTICLE VI - Ethics**
Members of the Committee are subject to the applicable provisions of El Paso City Code, Chapter 2.92 (“Ethics”), and any amendments thereto.

**ARTICLE VII - Order of Business**
The Chair determines the order of business for items posted on the BR Committee agenda at the commencement of each posted meeting.

**ARTICLE IX - Subcommittees**
Special subcommittees comprised of less than a quorum of the membership of the BR Committee may be established and appointed by the Chair to perform a specific function or assigned duty. Once the special subcommittee’s specific function or assigned duty is accomplished and the special subcommittee has reported to the Committee, the special subcommittee is automatically discharged.
ARTICLE X - Amendments

The BR Committee, by a majority decision of its voting members, may make, alter, or rescind these Bylaws at any regular meeting, after fourteen (14) days written notice to the voting membership.

ARTICLE XI - Decorum and Debate

1. When a member desires to speak or make a motion, he/she shall address himself/herself through the Chair. Upon being recognized by the Chair, he/she may address the membership.

2. When more than one member addresses the Chair, the Chair shall name the person who is to speak, recognizing the person who first addressed the Chair.

3. No member shall interrupt another, except to call to order or to correct a mistake.

ARTICLE XII – Participation by the Public and Employees

1. When an officer, an employee of the City, or an ex-officio member desires to speak, he/she shall address the Chair, and upon being recognized, shall state his/her name and position with the City and then speak.

2. On calls to the audience, a person desiring to speak shall address the Chair. Upon being recognized, such person shall state his/her full name, whom he/she represents, and state the subject matter.

3. No person shall interrupt the proceedings of the BR Committee.
4. Orderly procedure requires that each person shall proceed without interruption from the audience, that all arguments shall be addressed to the BR Committee, and that there be no questioning or arguing between individuals.

5. Any citizen of the City of El Paso shall have a reasonable opportunity to be heard at all meetings of the BR Committee in regard to any and all matters to be considered at such meetings that are germane and relative to any subject matter of BR Committee affairs or business which is within the scope of the authority and legislative functions of the BR Committee. Provided, however, that the time allowed for each citizen's appearance before the BR Committee may be limited to a fixed number of minutes at the discretion of the presiding officer. Members of the public will usually be granted three (3) minutes to present their position on issues. Time will be kept by the Executive Secretary. Members of the BR Committee may move to grant additional time to speakers. Such extended time will be determined by a simple majority vote of the membership, present and voting.

6. Members of the public wishing to ask a question regarding an item posted on the consent agenda or to speak to an item posted on the regular agenda must sign up prior to the start of the meeting on the day of the BR Committee meeting. The Executive Secretary shall make available the sign-in sheet for the public inside the meeting location on the day of the BR Committee meeting up until the start of the meeting. Persons may sign up to address multiple items, however this does not mean it is permissible to "mark all" or to sign up for every item "just in case" they wish to speak when the discussion on an item takes place.

7. Members of BR Committee may move to overrule the determinations by the Chair under this section by a simple majority vote of the BR Committee members present and voting.

8. No person may speak a second time except by permission of the presiding officer, and, further, no person shall be heard a second time until all persons desiring to speak once have been given the opportunity to do so.

9. Personal attacks are not permitted. Members of the public should address their questions to the BR Committee, not to the staff. The BR Committee membership may in turn ask staff to provide input.
10. Members of the public may be asked to leave or be removed from the meeting if it is determined that they are disruptive to the meeting. Such determination will be made by the presiding officer. The BR Committee may move to overrule such determination by the Presiding officer subject to a simple majority vote of the membership present and voting.

11. The members of the BR Committee may ask questions and make appropriate comments; however, no member shall argue or debate an issue with members of the public present.

12. A majority of the membership may take any matter under advisement for later consideration and determination, or may defer action when it concludes that additional evidence is needed or further study is required; provided that all requirements of state law and local ordinances are followed.

13. Following the staff presentation and recommendation and public input, if any, the Chair or a vote of the majority of the members shall have the authority to close the discussion to the BR Committee. Once discussion has been closed to the BR Committee, no employee, applicant, or member of the public may speak unless questioned by a member of the BR Committee. However, a representative from the Office of the City Attorney may request to speak as to any legal issues pertaining to the pending agenda item.

ADOPTED BY THE EL PASO COMMITTEE ON BORDER RELATIONS, AT A MEETING OF ITS MEMBERS CURRENT THROUGH THIS__DAY OF ____________, 2019.

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Committee Chair