

FLORESVILLE EL CAMINO TRAIL COMMITTEE BYLAWS

ARTICLE 1. PURPOSE AND RESPONSIBILITIES.

COMMITTEE MISSION:

The City of Floresville El Camino Trail Committee shall permanently preserve, protect, maintain, improve, and enhance the Trail's natural resources, and recreational opportunities for all current and future generations with a focus on community involvement. All work of the Committee shall be done with the full understanding that the Trail segment that runs through Floresville is part of the El Camino Real de los Tejas National Historic Trail and that the City and the National Park Service (NPS) have entered into an agreement recognizing this segment as a historic trail segment, and when appropriate, that the Committee's activities should remain in compliance with this agreement.

These Bylaws are adopted by the Committee to facilitate performance of its duties.

SECTION 1.1 - PURPOSE

The Committee's purpose is to advise on the budget and operations of the City of Floresville El Camino Trail; establish related policies; plan for long-term Trail needs; and make recommendations to the City Council for investments in facilities or expanded operations.

SECTION 1.2 - RESPONSIBILITIES

In carrying out its responsibilities, the Committee shall represent and advocate for what is best for the Floresville El Camino Trail and the City as a whole, putting aside personal or special interests. The responsibilities of the Committee are:

- To assess at all times the safety and security of site locations and physical facility standards.
- To monitor the condition of Trail assets, such as signs, benches, etc., and to advise either the City Manager, or the NPS of any deficiencies.
- To advise on the initiation, planning, and design of the Trail and to recommend a system of parks, facilities, etc., that will accommodate the public's need for Trail activities.
- To assist with the preparation and development of rules and regulations by which Trail programs may operate.
- To monitor and evaluate the effectiveness of Trail programs.
- To advise and recommend ways and means by which Trail programs may be improved or strengthened.
- To support new parks, programs, and activities associated with the Trail as public needs may dictate.

- To recommend a system of fees and charges for use of Trail facilities or for participation in Trail programs, and alternate sources of funding for the Trail such as grants, gifts, endowments, etc.
- To review, update and adopt the Bylaws annually or as needed; and other rules of procedure to achieve its purposes and functions.
- To suggest rules governing hours of operation and use of the Trail.
 - To assist with the adjudication of complaints, disputes or other grievances from the public arising out of Trail activities.
- To review annual budget, goals and objectives to provide oversight.
- To perform other duties and responsibilities as may be conferred by the Floresville City Council from time to time.
- To develop a Strategic Plan that describes the goals, objectives, and activities required to achieve the goals and objectives. This plan shall be reviewed and approved by the City Manager, and City Council. Once approved, this shall be the guiding document for all future Committee work. Change to or deviations from this plan shall be discussed and approved by the Committee, City Manager, and City Council.

ARTICLE 2. MEMBERSHIP.

- (A) The Committee is composed of seven members appointed by the Floresville City Council.
- (B) The Floresville El Camino Trail Committee membership should include citizens of the City who are interested in the El Camino trails and public recreation.
- (C) A member serves at the pleasure and will of the City Council.
- (D) An individual Committee member may not act in an official capacity except through the action of the Committee.
- (E) A Committee member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" 12-month timeframe automatically vacates the member's position. This does not apply to an absence due to illness or injury of the Committee member, due to military duty, an illness or injury of a Committee member's immediate family member, or the birth or adoption of the Committee member's child for 90 days after the event. The Committee member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the Committee. Failure to notify the liaison before the next regular meeting of the Committee will result in an unexcused absence.
- (F) Chairperson's Duties. The Chairperson retains his or her ability to discuss, make motions and vote on issues before the Committee. The Chairperson shall:

1. Preside at all meetings with all powers under parliamentary procedure; utilize Roberts Rule of order.
2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks that are not related to the topic before the Committee;
3. Restate all motions as pursuant to Article 4, Section E., of these Bylaws;
4. Appoint committees;

5. Appoint an individual to serve in the capacity of substitute secretary in an effort to take the minutes of the meeting in the absence of the appointed Secretary;
6. Appoint officers of committees or choose to let the committees select their own officers;
7. May call special meetings pursuant to these Bylaws;
8. Review with the Secretary or staff, prior to a Committee meeting, the items to be on the Agenda if he or she so chooses;
9. Periodically meet with the City Council to review the Floresville El Camino Trail Committee operation and procedures, and to monitor progress on various projects.
10. Act as the Committee's chief spokesman and lobbyist to represent the Committee at local, regional, and state government levels;
11. Perform such other duties as may be ordered by the Committee and/or City Council.

ARTICLE 3. FLORESVILLE EL CAMINO TRAIL COMMITTEE.

- (A). The Committee shall advise the City Council and the City Manager regarding:
- (1) the acquisition, development, improvement, equipment, and maintenance of the Floresville El Camino Trail;
 - (2) the future development of the Floresville El Camino Trail, and recreational facilities, and the purchase of additional land for those purposes; and
 - (3) improvements in the maintenance, operation, and general welfare of the Floresville El Camino Trail and its use by the public.

ARTICLE 4. MEETINGS.

(A) Regular Meetings. Meetings of the Committee shall be held the 3rd Wednesday of every month at 7:30 pm at the location given in the public notice of the meeting.

- (B) Special Meetings. Special Meetings shall be called in the following manner:
- a. By the Chairperson
 - b. By any two members of the Committee
 - c. Notice of special meetings shall be given to the Office of the City Secretary at least seventy-two (72) hours prior to such meetings and shall state the purpose, time, date, and location of the meeting.

(C) Recess. The Chairperson after the meeting has been in session for two hours may suspend the Committee's business and evaluate the remaining items on the Agenda. The Committee shall then decide to finish that meeting Agenda, or decide to continue the meeting on another day (fix time at which to adjourn) to complete Agenda items. If applicable such action shall include the time, date, and location the Committee will reconvene. If more than 18 hours will pass before the Committee reconvene public notice shall be given. Upon reconvening, a roll call of attendees shall be the first item of business before proceeding with the same Agenda. The Committee shall resume with the same meeting Agenda, proceeding at the same point where they left off, without the addition of additional business.

(D) Quorum. Four (4) voting members regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and taking of official action for all matters before the Committee. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

(E) Motions. Motions shall be restated by the Chairperson before a vote is taken.

(F) Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Committee and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.

(G) Parliamentary Procedure. Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, Committee meetings shall then be governed by Roberts Rules of Order Newly Revised (10th Edition, Perseus Publishing, New York, 2000) for issues not specifically covered by these Bylaws. Whereas these Bylaws conflict or are differ from Roberts Rules of Order, then these Bylaws take precedence.

(H) Public participation. All regular and special meetings, hearings, records, and accounts shall be open to the public. However, only citizens of the City will be allowed to participate.

a. Public comment on all non-agenda items should be presented at the beginning of the meeting where provided during the Agenda item for public comment.

b. Public comment on Agenda items shall only be given during the public comment period of the Agenda item. After that point during the meeting, public comment is normally not allowed; however, sometimes the Committee may direct questions to members of the public. Public comment is at the beginning of the meeting so the Committee can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.

c. The Chairperson may limit the amount of time allowed for each person wishing to make public comment at a Committee meeting. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Committee meeting without time limit or an extended time limit.

(I) Consensus Business. Certain items of business before the Committee are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the Agenda may mark such items on the Agenda as a Consent Item, if that individual feels it qualifies as consensus business. The Agenda or material presented on the issue should indicate the proposed action (approve,

disapprove, no comment, approve with modification). First, any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation. Second, a motion to adopt the Consent Items can be made, in effect adopting all Agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the Agenda as Consent Items. Consensus business can be proposed for any item on the Agenda, but shall never include any of the following:

- a. Election of officers.
- b. Any item not printed on the Agenda that is delivered, along with adequate supporting information, to Committee members prior to the meeting.
- c. The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

(J) Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

- a. Call to order, and roll call.
- b. Housekeeping business.
 - i. Consent Business.
 - ii. Approval of Minutes.
 - iii. Other.
- c. Public participation for items not on this Agenda.
- d. Approval of Bills.
- e. Budget.
- f. Unfinished Committee business.
- g. New business (other business and communications).
- h. Reports and Committee Member's comments.
- i. Adjournment
- j. Review progress of activities documented in the Strategic Plan.

(K) Delivery of Agenda. The Agenda and accompanying materials shall be emailed to Committee members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date, generally accepted to be, but not always, mailed by first class mail on the Tuesday of the week prior to the Committee meeting, pursuant to Article 4, Section A.

(L) Placement of Items on the Agenda.

- a. The Floresville El Camino Trail Committee shall be the office of record for the Committee.
- b. The Floresville El Camino Trail Committee Chairperson may receive items on behalf of the Committee between the time of the adjournment of the previous Committee meeting and eight business days prior to the next regularly scheduled Committee meeting.
- c. Items received by the Floresville El Camino Trail Committee between seven business days prior to the next regularly scheduled Committee meeting and the next regularly scheduled Committee meeting shall be set aside to be received by the Committee at its next regularly scheduled Committee meeting. The Committee may

act on those items of a minor nature or table action to the subsequent regular or special Committee meeting. Those items of a major nature, or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Committee meeting.

d. The deadline to add items to the Committee's meeting Agenda shall be eight business days prior to the next regularly scheduled Committee meeting.

ARTICLE 5. RECORDS.

Minutes and Record. A record of Committee meetings, which, shall at a minimum include an indication of the following:

(A) Copy of the meeting posting pursuant to Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) Copy of the minutes, and all its attachments pursuant to Texas Government Code Chapter 551 (Texas Open Meetings Act), which shall include a summary of the meeting, in chronological sequence of occurrence:

- a. Time and place the meeting was called to order.
- b. Attendance.
- c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
- d. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
- e. Summary of all points made in public participation or at a hearing and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
- f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - i. Who testified and a summary of what was said.
 - ii. A statement of what is being approved.
 - iii. What exhibits were submitted (if any).
 - iv. What evidence was considered (summary of discussion by members at the meeting).
 - v. The decision (e.g. approve, deny, approve with modification).
- g. Who called the question.
- h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or state the vote was unanimous. If not a roll call vote, then simply a state: "the motion passed/failed after a voice vote."
- i. That a person making a motion withdrew it from consideration.
- j. All the Chairperson's rulings.
- k. All challenges, discussion and vote/outcome on the Chairperson's ruling.

- l. All parliamentary inquiries or point of order.
- m. When a voting member enters or leaves the meeting.
- n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
- o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
- p. The start and end of each recess.
- q. All Chairperson's rulings of discussion being out of order.
- r. Full text of any resolutions offered.
- s. Summary of announcements.
- t. Summary of informal actions, or agreement on consensus.
- u. Time of adjournment.

(C) Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.

(D) Retention. Committee records shall be preserved and kept on file according to the following schedule:

- a. Minutes, oaths of officials, other records of decisions, committee publications:
Permanent.
- b. Correspondence: Permanent.

ARTICLE 6. OTHER MATTERS TO BE CONSIDERED BY THE COMMITTEE.

(A) Committee Action. The following matters shall be presented for consideration at a meeting of the Committee:

- a. At least annually, the adoption of priorities for the Committee's plan of work.
- b. Annually, preparation of an annual report of the Committee.
- c. Such other matters as the Chairperson shall find it advisable or essential to receive consideration by the Committee.

ARTICLE 7. ADOPTION, REPEAL, AMENDMENTS.

(A) Upon adoption of these Bylaws of May 17, 2023, they shall become effective immediately, and all previous Bylaws, shall be repealed.

- a. The Committee may suspend any one of these Bylaws, for a duration of not more than one Agenda item or meeting.
- b. These Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the appointed members and thereafter approved by City Council.

c. Proposals to amend these Bylaws may be made at a regular meeting of the Committee. However, the final vote on proposed amendments shall be delayed until the next regular meeting of the Committee.

ARTICLE 8. EFFECTIVE DATE

These Bylaws, and any subsequent amendments hereto shall be effective from the date upon which approval has been given both by the Committee and the governing body of the City.

CERTIFICATE OF SECRETARY

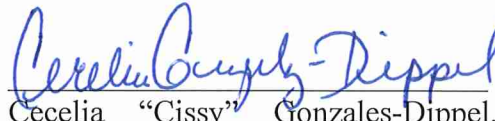
I certify that I am the duly elected and acting Secretary of the Floresville El Camino Trail Committee and the foregoing Bylaws constitute the Bylaws of the said Committee.

These Bylaws were duly adopted at the meeting of the Floresville El Camino Trail Committee held on the 17th day of May, 2023, and subsequently approved with modifications to the Bylaws by the City Council of Floresville, Texas at a meeting held on the 25th day of May, 2023.

Signed this 25th day of May, 2023.


Secretary of the Floresville El Camino
Trail Committee

PASSED AND APPROVED this 25th day of May, 2023, upon motion of Councilwoman Terry Rolland, seconded by Councilman Donald Scee, with the following 5 voting in the affirmative, 0 voting in the negative, 0 absent, and 0 abstaining.


Cecelia "Cissy" Gonzales-Dippel,
Mayor

Attest:


Evelyn Garcia, City Secretary

