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**BYLAWS OF THE  
Commission on Immigrant Affairs**

**ARTICLE 1. NAME.**

The name of the board is Commission on Immigrant Affairs.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the board is to advise the city council on issues of common concern to immigrants, particularly in the areas of health and human services, education, and the demographic makeup of the Austin immigrant community; monitor requirements of federal, state, and local immigration, welfare and other laws that affect immigrants, and recommend to the city council actions to maximize the benefits to local immigrants under existing laws and to minimize the adverse impacts to local immigrants under the laws; promote recognition of the contributions of the foreign-born to the economic and cultural vitality of Austin; and promote the availability of, and promote accessibility to, local educational, economic, legal, and social resources for immigrants.

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of eleven members appointed by the city council and one member appointed by the Travis County Commissioners Court. Each Council Member shall nominate one board member to serve and the Travis County Commissioners Court shall appoint the additional member.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, active military service, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

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2 (B) Board meetings shall be governed by Robert's Rules of Order.  
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4 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
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6 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the  
7 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled  
8 meetings.  
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10 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
11 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
12 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
13 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
14 deadline established by Council.  
15  
16 (F) Six members constitute a quorum.  
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18 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
19 then the meeting may not be held.  
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21 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
22 necessary to provide a quorum.  
23  
24 (I) The chair has the same voting privilege as any other member.  
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26 (J) The board shall allow members of the public to address the board on agenda items and during a  
27 period of time set aside for public communications. The chair may limit a speaker to three minutes.  
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29 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
30 the vote of each member on each item before the board and indicate whether a member is absent or  
31 failed to vote on an item.  
32  
33 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
34 Health and Human Services Department shall retain all other board documents. The documents are  
35 public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
36  
37 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
38 meeting.  
39  
40 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
41 Section 2-1-48 of the City Code.  
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43 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
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## 45 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 46 **COMMITTEES**

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The bylaws were approved by the Austin City Council at their meeting held on June 9, 2016

Sarah A. Williams  
(Signature of Executive or Staff Liaison)

Staff Liaison  
(Insert - Title -- Executive or Staff Liaison)