Citizens Bond Advisory Committee 2023
Bylaws

Article I. Creation of the Committee

The Citizens' Bond Advisory Committee (CBAC) operates under a charter that was approved by the Travis County Commissioners Court on January 10, 2023.

Article II. Roles and Responsibility of the Committee (Charter)

This Citizens Bond Advisory Committee shall be composed of 15 members, 3 appointed by each of the 5 Commissioners Court members. The committee will establish their own operating procedures with the guidance of this charter. All meetings will be open to the public. The role of the Committee shall be the following:

1. Establish a democratic, inclusive process to study a bond program that ensures the confidence and trust of the Travis County voters. It is a fundamental expectation of the Commissioners Court in relation to the Committee that the elements of this Charter should only be implemented by the Committee or its appointed subcommittees in a public forum. This effort should be at stated meeting times, properly called, and at which all the members of the Committee or subcommittee are given an opportunity to attend. Private communication with parties who may financially benefit from the design, construction, or implementation of a candidate bond project is prohibited and must be reported.

2. Review information from Travis County staff regarding county roles and authorities, previous bond programs, the current needs for improved or additional facilities, related maintenance and operating costs for each project, and the financial capacity of the County to assume bond debt.

3. Identify the fundamentally critical needs for Travis County capital projects including parks, open space, trails, county roads and State Farm-to-Market Roads, bikeways, pedestrian ways, storm water drainage, and necessary county facilities in the context of the financial impact on taxpayers along with programmatic impact and community benefits.

4. Determine if project proposals meet appropriate tests for inclusion in a bond program with an affordable financial scope as will be established by Commissioners Court and are coordinated with other civic efforts. Appropriate tests shall include but not be limited to the following:

    - Optimize limited bond funding and maximize the value received for the outlay of taxpayer dollars by using creative, innovative, or heretofore unused financing vehicles or techniques and achieving economies of scale and other public benefits by partnering with public and private entities.

- All projects should be based upon need, have a significant scale and outcome, and an expected 20-year design life or better.

- All projects must be able to be completed within five years of the bond election.

- All projects must be consistent with County adopted plans and policies.

- All projects must demonstrate value and affordability and should include a fiscal impact analysis of their associated operating and maintenance costs in order to inform the voting public, and an analysis of the implications of not building the capital improvements.

- All candidate projects should consider joint use with other jurisdictions and due consideration should be given to overlapping debt.

- All projects should reflect Travis County's statutory responsibilities and include consideration of matters of equity and citizens' previously voiced needs.

5. Conduct public meetings throughout Travis County from the beginning to the end of the Committee process to receive public input on proposed needs and related impacts.

6. In order to avoid any perception of a conflict of interest, no Committee member may bid on a County capital project or benefit financially from any project under consideration.

7. Advise the Travis County Commissioners Court on the need for a bond election and the prospects for conducting a successful election in November, 2023. If a bond program is warranted, advise the Court on the overall scope of a bond package, recommend a prioritized list of projects and report on the fiscal impacts to the County and to local jurisdictions. The final report may also include recommendations on projects to be considered for funding through the annual budget process or funded through future bond elections. The Committee is asked to provide an initial status report to the Commissioners Court within three months after their first meeting, with a final report due no later than July 11, 2023.

Article III. Election of Officers

The Committee may elect a Vice-Chair who will serve until the charter is fulfilled. Such other officers may be elected as necessary to carry out the business of the Committee.

Article IV. Chair and Vice Chair

The Chair shall be the principal officer of the Committee and shall preside at all meetings of the Committee. In the absence of the Chair, the Vice-Chair shall preside at

such meetings. The Chair shall be responsible for appointing all sub-committee Chairs, and may serve as an ex-officio member of any sub-committee. In the event an Officer is unable to fulfill his/her term, the Committee shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.

Article V. Quorum and Action

Eight (8) members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.

Article VI. Creation of Sub-Committees

The Committee may designate one or more sub-committees as they deem necessary.

Article VII. Attendance

Members are expected to attend all meetings. TNR staff will maintain attendance records documenting Committee member absences. If a member is unable to attend a scheduled meeting, notification must be provided to the Chair and Staff two (2) days prior to the meeting. A member's seat on the Committee shall be considered abandoned after four (4) unexcused Committee meeting absences and the Committee would then recommend that the Court replace the member.

Article VIII. Regular Meetings

The Committee shall meet regularly, at least twice per month, and on such other dates or at such other locations as specified by the Committee.

Article IX. Special Meetings

Special meetings of the Committee may be called by or at the request of the Chair.

Article X. Open Meetings

All meetings of the Committee shall be open to the public and are subject to the Texas Open Meetings Act.

Article XI. External Communications and Public Involvement

1. Document Releases
   Any document representing the official position or policy of Travis County, which is to be distributed to the public, shall be reviewed and approved by the Travis County Commissioners Court.

2. Web Page
   Travis County will maintain a web page that will contain information about the bond program such as meeting dates, agendas, minutes of meetings and project lists.

3. Public Meetings and Forums
   Public meetings are defined within the scope of this bond program as the meetings where the Citizens Bond Advisory Committee conducts its regular business. Public forums are defined as those meetings that will take place in all precincts where the setting is more conducive to public attendance and input.

4. Public Hearings
   These hearings are defined within the scope of this bond program as meetings set by the Travis County Commissioners Court that have been legally advertised as public hearings and where citizens can testify on subject matters before the Citizens Bond Advisory Committee or Commissioners Court.

5. Procedures for Handling Citizen's Comments

   a. *Oral Comments Made at Public Meetings and at Hearings*
      These comments are recorded and summarized in the minutes of the meeting/hearing.

   b. *Written Comments*
      These comments will come in either through the TNR P.O. Box number or via the County's Web Site that will contain an email link. Comments will be received by TNR Administrative Staff, forwarded to TNR Planning Staff who will share them with the Committee Members at the next CBAC meeting.

   c. *Phone Calls*
      These comments will primarily come to Travis County Commissioners Offices or through TNR. Those comments coming from Commissioners Offices will be forwarded to TNR either by email or voice mail. TNR Staff will transcribe comments received from voice mail. All comments will be shared with the Committee Members at the next CBAC meeting.

Article XII. Internal Communications Between Staff and Committee

1. Single-Point-of-Contact for the Committee
   This contact will be Cynthia McDonald at Cynthia.mcdonald@traviscountytx.gov or at (512) 854-9418 or her designee.

2. Document Organization and Formats
   Where appropriate, all documents, including maps and cost estimates will be marked “Draft” or “Draft Subject to Change” on every page. Project lists **shall always** be marked “Draft” or “Draft Subject to Change” until such list is given final approval by the Commissioners Court.

Article XIII. Role of Transportation and Natural Resources (TNR) Staff as Administrative Support

TNR staff will serve as administrative support to the Committee and to its members, posting notices when appropriate, keeping minutes and records of meetings, supplying information, making project presentations, performing technical analysis, and various other tasks as assigned. TNR shall keep tape recordings of all Committee meetings for a period of five (5) years after each meeting. Printed copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the TNR offices, upon receipt of a written request by the interested party.

Article XIV. Robert’s Rules of Order

Except where these bylaws require otherwise, *Robert’s Rules of Order* shall govern the conduct of Committee meetings.

Article XV. Amendment of Bylaws

These Bylaws may be altered or amended by a majority vote of the Committee at any regular meeting of the Committee at which a quorum is present.

Bylaws History
Adopted _____