

**Reinvestment Zone Number Thirteen, City of Houston
Old Sixth Ward Reinvestment Zone**

**Rules and Procedures for the
Operation of Board Meetings**

Approved on September 21, 1999

I. Board Meeting Dates, Time and Location

- a. Regular meetings of the Board of Directors shall be held on a date, time and location as designated by the Board.
- b. Special meetings may be ordered at any time by the Chairman whenever business requires, or as requested by the Board.
- c. The Board shall make every effort to hold meetings during a time and location that is convenient to the public.
- d. The Board Chairman may cancel meetings as necessary.

II. Board Agenda Preparation, Posting of Agendas, Agenda Items, Preparation of Board Minutes

- a. The Zone consultants, Zone attorney, or other appropriate party, in consultation with the Chairman, shall prepare the agenda to include all necessary items to be considered by the Board.
- b. The agenda shall be posted at the Houston City Hall, 900 Bagby, no later than 72 hours prior to the Board meeting.
- c. The Board, City of Houston, Houston Independent School District, Harris County, and other relevant parties shall be provided with a Board agenda as soon as possible following the drafting of the agenda. It is the responsibility of the Zone consultants to provide the agenda to the relevant parties.
- d. The agenda shall include all relevant information as required by State law and a brief description of each item to be discussed during the meeting.
- e. The agenda shall include an agenda item that allows for public comment.
- f. Agenda items may be taken out of order if a motion is passed by a majority of the Board.
- g. An agenda item not considered for lack of time or information may be continued and shall be included as an agenda item at the following Board meeting, or as otherwise directed by the Board.
- h. The Zone consultants or another appropriate party shall be responsible for preparing the Board meeting minutes.

III. Quorum for Board Meetings

- a. A quorum exists when a majority of the Board members are present who represent the number of Zone Board of Directors seats that have been filled. For example: If seven (7) Zone Board of Directors seats are filled, a quorum exists when four (4) Board members are present. If nine (9) Zone Board of Director seats are filled, and quorum exists when five (5) Board members are present.
- b. If it is known in advance that a quorum will not exist at a Board meeting, the Chairman may cancel the meeting and all efforts will be made to inform the Board and the public that the meeting has been cancelled.
- c. In the event one or more Zone Board of Directors or committee members shall abstain from voting on a matter before the Zone Board of Directors or committee because of a conflict of interest, then the vote of a majority of Directors or committee members who have not abstained, shall constitute the act of the Zone Board of Directors or committee, as applicable.

IV. Rules of Order

- a. The Chairman shall function as the Presiding Officer at Board meetings and shall perform other duties consistent with the office and other duties as requested by the Board. If the Chairman is absent, the Vice-Chair shall serve as the Presiding Officer.
- b. All discussion by the Board, the members of the public, and Zone consultants shall be made by addressing the Presiding Officer.
- c. The Board may respond to questions or statements made by the public and provide information to the public through the Presiding Officer.
- d. The Board may pass a motion to specify that a specific item be placed on a future agenda.
- e. The Presiding Officer shall state every item to be acted upon by the Board and announce the Board decision on all matters.
- f. The Presiding Officer may move, second and debate on agenda items. No board member is deprived of any right and privileges of a Board member by reason of acting as the Presiding Officer.
- g. Each Board member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer shall confine the remarks to the issue being considered. However, any Board member may pose

questions to the public upon approval of the Board. The Presiding Officer may pose more informal procedures under appropriate circumstances, such as workshops.

- h. Once recognized, a Board member shall not be interrupted when speaking unless it is to call the Board member to order, or as otherwise provided in these rules. If a Board member is called to order, the Board member shall cease speaking until the question of order is determined, and if the Board member is declared to be in order, shall be permitted to proceed.
- i. The rules of order set forth herein shall govern the conduct of the meeting of the Board. In the event that a question of procedure arises during the meeting which is not resolved under these rules or other applicable laws, ordinances, or regulations, the current edition of Robert's Rules of Order shall govern to the extent possible. The Zone attorney shall act as the Parliamentarian for the Zone.

V. Introduction of the Meeting Attendees, Conduct of Business

- a. Upon commencement of the Board meeting, the Presiding Officer shall request that each person attending the meeting introduce themselves.
- b. The business of the Board shall ordinarily be conducted in the order set forth in the agenda. With the consent of a majority of the Board, the order of business on the agenda may be revised.

VI. Public Participation

- a. Documents presented to the Board at the meeting of the Board of Directors shall be made available to the public and shall be made part of the permanent record of the Zone.
- b. During the public comment portion of the agenda, the public may speak on any item that is not specifically listed on the agenda. Public comment on items that are not specifically listed on the agenda shall be limited to three (3) minutes under the public comment portion of the agenda.
- c. Public comment on items that are specifically listed on the agenda shall be limited to one (1), two (2), or three (3) minutes as requested by the speaker prior to the commencement of the Board meeting.
- d. Persons wishing to speak will be provided with a sign-in sheet prior to the commencement of each Board meeting. The sign-in sheet shall identify the speaker, agenda item to be addressed, and the length of time (one, two, or three minutes) that the speaker wishes to speak.

- e. Each speaker shall state their name and address for the record.
- f. All comments from the public shall be made to the Presiding Officer unless the speaker is specifically responding to a Board member.
- g. Speakers and other meeting attendees shall observe order and decorum at all times and shall demonstrate appropriate respect for the Board and other meeting attendees.
- h. The Presiding Officer shall have the authority to enforce order and decorum in the Board meeting.

VII. Voting

- a. The affirmative votes of a majority of the Board constituting a quorum in attendance at the meeting are required to take action. All actions may be referred to a voice vote unless a roll call vote is requested by any Board member.
- b. Any Board member may state the reasons for their approval/denial vote on any matter and may request that such reasons be entered into the minutes.
- c. Voting on all matters shall be done in person. However, an absent Board or committee member may make his or her views known to the Board or committee.

VIII. Conflict of Interest

- a. A Board member who has a conflict of interest as defined by applicable state law or municipal ordinance or charter regarding any matter being considered by the Board shall declare the conflict and, if required by said law or ordinance or charter, shall excuse themselves prior to the agenda item being discussed, and may not participate in the deliberations and decision regarding the matter.

IX. Recording of Board Meetings

- a. Any person may record a Board meeting with an audio or video recorder unless the Board finds that the recording procedure is accompanied by noise, illumination or any other obstruction that constitutes a disruption of the Board meeting proceedings. The Presiding Officer shall have the authority to determine the location of recording equipment and the manner in which the recording is conducted to ensure order and avoid disruption of the Board meeting proceedings so long as such authority is not exercised in a manner which would prevent or unreasonably impair a person from exercising the right to record a Board meeting. Any tape,

film, or other recording of a Board meeting may be subject to inspection under the State of Texas Open Records Act (Texas Government Code Annotated Chapter 552).

X. Amendments to Rules and Procedures

These Rules and Procedures may be amended by the vote of a majority of the Zone Board of Directors at any regular meeting of the Board, or at any special meeting called for that purpose. At least five days notice in writing of the proposed amendment shall be provided to each member of the Board. However, changes to the proposed amendment may be made at such meeting so long as such changes do not materially alter the original intent of the proposed amendment.

XI. Committees

The Chairman of the Zone Board of Directors shall appoint the Chairman of each standing committee, a Vice Chairman, and not more than two other members, along with one alternate member. The Chairman of the Zone Board of Directors shall also make appointments to fill any vacancies on the committee. The Chairman of the Board or the committee chairman may appoint one substitute member on a temporary basis when a committee member is not present for a committee meeting at a required time, if such temporary appointment is necessary for a quorum. Otherwise, the Quorum rules applicable to the Board as set forth herein shall apply. Each such temporary appointment shall only be effective for that particular committee meeting. The Chairman or other presiding officer of a meeting of any committee with fewer than four (4) members may not make a motion while presiding, but motions at such meeting shall not require a second. The Chairman may also create Ad Hoc committees and other special purpose committees as deemed necessary, shall assign each such committee a designated task or function, and shall appoint the members thereof. No one may serve as committee chairman to a particular committee for more than two (2) consecutive years. All committee and members of committees must comply with all applicable state laws and city charter provisions in holding meetings and conducting business, including but not limited to: the Open Meetings Act (sec. 551.001 et seq. Texas Government Code), conflict of interest laws, ethics policies and competitive bidding requirements.