

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
REGIONAL SMALL CITIES COALITION (RSCC)
ADVISORY COMMITTEE
BYLAWS**



ARTICLE I: Organization:

The official, designated name of the advisory committee shall be Regional Small Cities Coalition (RSCC).

ARTICLE II: Authority:

The creation of the Regional Small Cities Coalition is authorized by the Lower Rio Grande Valley Development Council. The Regional Small Cities Coalition shall implement its purpose within the service area of Hidalgo, Cameron and Willacy Counties.

Committee progress, updates, and recommended actions shall be presented for discussion and/or required approvals during regular meetings of the LRGVDC Board of Directors.

ARTICLE III: Purpose & Function:

The Coalition shall serve as a regional capacity building and information sharing forum for the small cities of the Rio Grande Valley to further expand opportunities for economic growth, job creation, infrastructure development, and tourism.

The Coalition shall utilize partnerships and resources to engage in regional initiatives such as collaborative economic development planning, legislative advocacy, strategic planning, best-practice sharing, and resource and partnership development.

ARTICLE IV: Membership:

Incorporated municipalities of Hidalgo, Cameron, and Willacy Counties with a population (*of the most current census*) of no more than 24,999 shall be eligible as a member of the RSCC.

Prospective members to the Regional Small Cities Coalition should be carefully selected for their interest and commitment to improving the economic vitality and quality of life for residents living in small, rural areas. They should be able and willing to donate their time to attend regular scheduled meetings and to work on other assigned tasks to benefit the committee and the citizens it serves.

a. Composition

The Regional Small Cities Coalition members may be any of the following:

- Mayor or other municipal Elected Official;
- City Manager, City Administrator, or City Secretary; or
- City Economic Development Directors or Manager.

b. Voting

Participating cities may have multiple member attendees per city; however shall only have one vote per city for items requiring action.

Each city shall designate a primary member; however, any member of eligible composition in attendance shall serve as proxy for voting.

c. Officers

The Advisory Committee shall designate the following officers, as elected by the RSCC and approved by the LRGVDC Board of Directors:

- Chair Shall preside during advisory committee meetings.
- Vice-Chair Shall act on behalf of Chair during absence.
- Secretary Shall act on behalf of Vice-Chair or Chair during absence.

Officers shall also actively perform the following duties:

- Serve as representative of the RSCC at public gatherings and/or LRGVDC Board meetings;
- Promote the efforts and attendance of RSCC meetings;
- Encourage newly elected officials or city managers to engage in RSCC;
- Assist with fundraising, promotion efforts (when applicable); and
- Assist in the development of training and meeting topics.

Officers shall be elected annually and may be reappointed to multiple terms without term limits.

d. Officer Vacancies

An officer vacancy occurs when:

- Term expires without reappointment;
- Member voluntarily resigns;
- Member is physically unable to perform duties of committee; or
- LRGVDC Board of Directors reappoints committee member due to conduct, disqualification of representation, or other business-related reasons.

RSCC shall reappoint any vacancies immediately, or during the next scheduled regular meeting through committee level selection and recommendation process and approved by LRGVDC Board of Directors.

e. Attendance

Members who miss three consecutive meetings shall temporarily lose voting rights until effort is shown to attend three consecutive meetings.

f. Conduct.

Each Advisory Committee member shall maintain professionalism and objectivity when carrying out business of the Committee and is subject to LRGVDC's code of ethics and professionalism. Unbecoming conduct of RSCC members shall be addressed by LRGVDC staff liaison or executive director. Removal from RSCC advisory committee may result if necessary.

g. Conflict of Interest.

All Advisory Committee members must disclose perceived or actual conflicts of interest and/or abstain from applicable votes. It is the responsibility of each Committee Member to discharge his or her duties in those respective capacities in good faith, in a manner the person reasonably believes to be in the best interests of RSCC and LRGVDC.

h. Ex-Officio Membership:

As an inclusive resource to the region, executives and administrators representing publicly- funded, official-capacity federal and state organizations designated to provide resources or value to the scope of the committee shall be recommended to serve as ex-officio, non-voting member. Ex-officio members shall not count towards establishment of a quorum.

Article V: Procedures:

a. Meetings.

Regular meetings shall be held at least quarterly with written notice and agenda submitted to all members at least (3) business days prior to meeting date. Special meetings may be called more frequently, at the discretion of the Advisory Committee or a LRGVDC designated staff liaison with written notice and agenda submitted to all members at least (3) business days prior to meeting date. Advisory Committee meetings shall be conducted under Robert's Rules of Order.

b. Quorum.

The quorum for transaction of substantive action shall be ten (10) municipalities per regular scheduled meeting. In the absence of quorum, the Advisory Committee may choose to discuss topics informally but may take no action or accept recommendations.

c. Minutes.

A designated LRGVDC staff member shall maintain minutes of each Advisory Committee meeting. Minutes shall be reviewed and approved as a standing agenda item.

d. Subcommittees.

The Advisory Committee shall maintain the authority to designate standing, technical, ad-hoc and/or temporary subcommittees within scope to improve the recommendations and nature of the advisory committee. Subcommittee activity updates shall be recorded at Advisory Committee meetings.

e. Open Meetings.

RSSC Advisory Committee meetings shall be open to the public and generally subject to the Texas Open Meetings Act.

Article VI: Amendments:

The Advisory Committee shall propose amendments to bylaws by subcommittee recommendation, regular, or special meetings; however, shall not be effective or approved until formal action is taken by LRGVDC Board of Directors as per Article II.