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3
4 **BYLAWS OF THE**
5 **Project Connect Community Advisory Committee**
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8 **ARTICLE 1. NAME.**
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10 The name of the board is **Project Connect Community Advisory Committee**
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12 **ARTICLE 2. PURPOSE AND DUTIES.**
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14 The purpose of the Project Connect Community Advisory Committee ("CAC") is to assist the City Council
15 ("City"), Capital Metro Board of Directors ("CapMetro"), and the Austin Transit Partnership Board of
16 Directors ("ATP") in engaging the community and advising on anti-displacement and equity matters
17 related to Project Connect, in its entirety, as well as to assist the community and the City in the creation
18 and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification
19 of Key Performance Indicators related to equity and displacement and triggers thereof, leveraging the
20 Project Connect Equity Tool.

21 The recommendations made by the CAC related to displacement mitigation measures or equity
22 issues that impact historically underserved populations must be considered at a public meeting of ATP,
23 the City, or CapMetro, as appropriate, in accordance with the recommendations made.

24 As provided in the City's Contract with the Voters (Res. No. 20200812-015), the City shall "create
25 with the community, neighborhood-level prevention and mitigation strategies" and shall make
26 "recommendations for funding proposals and implementation of identified strategies." Further, ATP
27 shall provide funding and "enter into interlocal agreements and/or grant agreements with the City to
28 timely develop and implement anti-displacement strategies." The CAC will provide support in the
29 creation and implementation of these strategies.
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31 **ARTICLE 3. MEMBERSHIP**
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- 33 (A) CAC is composed of **thirteen members** appointed by the City, plus an ex-officio member. Eight community
34 members will be appointed by a nominating committee; five members will be appointed from the following
35 five existing advisory groups (one member each):
36 City of Austin Urban Transportation Commission
37 City of Austin Mayor's Committee for People with Disabilities
38 City of Austin Community Development Commission
39 Capital Metro's Customer Satisfaction Advisory Committee
40 Capital Metro's Access Advisory Committee
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- 42 (B) CAC members shall serve for a term of two years, which shall begin on July 1 in the year of their
43 appointment.
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- 45 (C) An individual CAC member may not act in an official capacity, except through an official action of the CAC.
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- 47 (D) A CAC member who is absent for three consecutive regular meetings or one-third of all regular meetings in a
48 "rolling" twelve-month period shall automatically vacate their position, subject to the holdover provisions
49 in Section 2-1-27 of the City Code. The CAC may override this provision by majority vote. This provision

1 does not apply to an absence due to illness or injury of the member, an illness or injury of a member's
2 immediate family; absences due to active military service; or absences due to the birth or adoption of the
3 member's child, for 90 days after the birth or adoption. A CAC member must notify the staff liaison of the
4 reason for any absence not later than the date of the next regular meeting of CAC. Failure to notify the
5 staff liaison before the next regular meeting will result in an unexcused absence.
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- (E) At each meeting, each CAC member shall sign an attendance sheet indicating that the member does not have a conflict of interest with any item on that agenda or indicating each agenda item on which the member has a conflict of interest. A member's failure to sign the sheet shall result in the member being counted as absent for the meeting.
 - (F) Any member who seeks to resign from CAC shall submit a written resignation to the chair, the staff liaison, or the Office of the City Clerk. A written resignation shall become effective 30 days after receipt by the chair, staff liaison of Office of the City Clerk.

ARTICLE 4. OFFICERS.

- (A) The officers of CAC shall consist of a Chair, a Vice Chair, and a Secretary.
- (B) Officers shall be elected annually by a majority vote of CAC at the first regular meeting after July 1. In the event a current officer becomes ineligible to serve as an officer, CAC may call a special meeting for the purpose of electing a new officer.
- (C) The term of office for all officers shall be one year, beginning July 1 in the year of the election and ending June 30 the following year. An officer may continue to serve until a successor is elected. A member may not serve as an officer in the same position for more than two consecutive one-year terms. A member who has served as an officer in the same position for two consecutive terms is not eligible for re-election to that office until the expiration of two years following the last date of service in that office. CAC may override these term limit provisions for any officer by an affirmative vote of two-thirds of the members.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The Chair shall preside at CAC meetings, and represent CAC at ceremonial functions.
- (B) The Chair and Vice Chair shall appoint all committees and approve each meeting agenda.
- (C) In the absence of the chair, the Vice-Chair shall perform all duties of the Chair. In the absence of the Chair and Vice-Chair, the Secretary shall perform all duties of the Chair.
- (D) The Secretary shall ensure that the minutes of the CAC's meetings are timely drafted and presented.

ARTICLE 6. AGENDAS.

- (A) Two or more CAC members may place an item on a meeting agenda by oral request at a meeting of the CAC, or by written request to the officers, and staff liaison, no later than five days before the meeting. After consulting with and receiving input from the staff liaison, the officers shall approve each meeting agenda.

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- (B) The CAC staff liaison shall submit the meeting agenda through the online agenda posting system provided by the Officer of the City Clerk.
 - (C) The posting of meeting agendas must comply with the requirements of Texas Government Code Chapter 551 (Open Meetings Act).

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ARTICLE 7. MEETINGS.

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- (A) CAC meetings shall comply with the requirements of Texas Government Code Chapter 551 (Open Meetings Act).
 - (B) CAC meetings shall be governed by Robert's Rules of Order, or as the CAC may agree.
 - (C) CAC may not conduct a closed meeting without the approval of the City Attorney.
 - (D) CAC shall meet monthly or when it is legally required to meet, in order to comply with a legal deadline. In November of each year, CAC shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for any holidays and cancelled meetings.
 - (E) The Chair may call a special meeting of the CAC. The Chair shall call a special meeting if requested by three or more members. A call for a special meeting shall state the purpose of the meeting. CAC may not call a special meeting, in addition to its regularly scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline, or a deadline established by the City.
 - (F) Seven members of the CAC constitute a quorum.
 - (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting shall be cancelled.
 - (H) An official action of the CAC must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
 - (I) If only a quorum is present at a meeting, an official action of the CAC is adopted only by an affirmative vote of two-thirds of the quorum. If more than a quorum is present at a meeting, an official action of the CAC is adopted only by an affirmative vote of the number of members necessary to provide a quorum.
 - (J) The Chair has the same voting privilege as any other member.
 - (K) CAC shall allow citizens to address it on agenda items and during a period of time set aside for communications from the public. The Chair may limit a speaker to three minutes.
 - (L) The staff liaison shall prepare the minutes from each meeting. The minutes of each CAC meeting must include the vote of each member on each item before CAC and indicate whether a member is absent or failed to vote on an item.
 - (M) ATP shall retain a copy of the CAC's agendas, approved minutes, internal review reports, and bylaws. The Housing and Planning Department shall retain all CAC documents. The CAC's documents shall be retained in

1 accordance with applicable Records Retention policies and shall be disclosed in accordance with Texas
2 Local Government Code Chapter 552 (Public Information Act).

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4 (N) The chair shall adjourn a meeting not later than 10 p.m., unless CAC adopts an official action to continue the
5 meeting.
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7 (O) Each person and CAC member attending a meeting should observe decorum pursuant to Section 2-1-48 of
8 the City Code.
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10 (P) A member of the public may not address CAC at a meeting on an item posted as a briefing.
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12 **ARTICLE 8. COMMITTEES / WORKING GROUPS.**

13 COMMITTEES

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15 (A) CAC will have no standing committees.
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17 (B) Committees may be established through an official action. A committee cannot meet until its creation is
18 approved by the Council Audit and Finance Committee. Each committee shall consist of at least three CAC
19 members appointed by the Chair. A staff liaison shall be assigned to each committee by the Director of the
20 Housing and Planning Department.
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22 (C) CAC Chair shall appoint the chair of each committee, with the member's consent.
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24 (D) A majority of the total number of appointed committee members constitutes a quorum of the committee.
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26 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
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28 (F) Each committee shall make an annual report to the full CAC at the January CAC meeting.
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30 (G) Committee meetings must comply with Texas Government Code Chapter 551
31 (Open Meetings Act).
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33 (H) At each committee meeting, each committee member shall sign an attendance sheet indicating that the
34 member does not have a conflict of interest with any item on that agenda or indicating each agenda item
35 on which the member has a conflict of interest.
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37 WORKING GROUPS

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39 (A) The Chair may establish and appoint members to any working group, but the number of members
40 appointed to any working group may equal or exceed a quorum of CAC. Any member's appointment to a
41 working group must be made with the member's consent.
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43 (B) A working group may designate a chair of the working group, with the member's consent.
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45 (C) Quorum requirements do not apply to working groups.
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47 (D) A staff liaison may be appointed for any working group by the Director of the Housing and Planning
48 Department.
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1 (E) Working groups are not required comply with the Texas Government Code Chapter 551 (Open Meetings
2 Act)
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5 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**
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7 The rules contained in the current edition of Robert's Rules of Order shall govern CAC in all cases to which
8 they are applicable, except when inconsistent with these bylaws or with special rules of procedure which CAC or
9 city council may adopt.
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11 **ARTICLE 10. AMENDMENT OF BYLAWS.**
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13 An amendment of these bylaws may be made at any properly called meeting by CAC, with approval by two-
14 thirds of appointed CAC members. A bylaw amendment is not effective unless approved by the Council Audit
15 and Finance Committee.
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17 The bylaws were approved by the Project Connect Community Advisory Committee at their meeting held
18 on Wednesday, July 21, 2021.
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24 *(Signature of Executive or Staff Liaison)*
25

26 CHAIR

(Title -- Executive or Staff Liaison)