

ORDINANCE 2022-01-27-0044

RENAMING THE “SA2020 COMMISSION ON EDUCATION” AND THE “SA2020 COMMISSION ON STRENGTHENING FAMILY-WELLBEING,” THE “CITY OF SAN ANTONIO COMMISSION ON EDUCATION,” AND “CITY OF SAN ANTONIO COMMISSION ON STRENGTHENING FAMILY WELL-BEING,” RESPECTIVELY; APPROVING AMENDED BYLAWS FOR EACH AND ORIGINAL BYLAWS FOR THE SAN ANTONIO YOUTH COMMISSION AND THE CITY OF SAN ANTONIO HIGHER EDUCATION STUDENT ADVISORY BOARD, TO ESTABLISH CONSISTENCY AND EFFICIENCIES IN GOVERNANCE STRUCTURE AND MEETINGS.

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WHEREAS, in 2013, the SA2020 Commission on Education and the SA2020 Commission on Strengthening Family Well-Being were created to support the work of the non-profit organization SA2020; and

WHEREAS, the SA2020 Commission on Education serves in an advisory capacity to the Mayor and City Council on matters affecting the education of San Antonio residents; and

WHEREAS, the SA2020 Commission on Family Well-Being serves in an advisory capacity to the Mayor and City Council on matters affecting the financial stability and well-being of San Antonio residents and families, with a focus on matters such as reducing poverty and homelessness; and

WHEREAS, over the years, the two commissions have undertaken expanded policy areas and were not officially associated with the non-profit SA2020; and

WHEREAS, however, due to the names of the commissions, it unintentionally caused confusion in the community on the purpose of the two City of San Antonio commissions; and

WHEREAS, in 2019, the Commission on Education began discussing the possibility of removing SA2020 from its name and officially made the recommendation to remove “SA2020” from its name; and

WHEREAS, in February 2021, staff from the non-profit SA2020 officially requested “SA2020” be removed from the name of both city commissions; and

WHEREAS, staff recommends approval of the name change for both commissions and modifications within the Bylaws to reflect the change, to remove term limits and to modify the attendance provisions, which would make these consistent with the current Boards and Commission Rules in the City Code; and

WHEREAS, the San Antonio Youth Commission (SAYC) was created in 1991 and is comprised of twenty-two members appointed by the Mayor and each City Council District; and

WHEREAS, the SAYC serves in an advisory capacity to the Mayor and City Council on matters affecting the youth of San Antonio residents; and

WHEREAS, staff recommends the approval of bylaws for this Commission, which would not only establish a governance process, but also, if approved, allow for a modified quorum of a majority of appointed members instead of a majority of seats on the Commission; and

WHEREAS, this change would be helpful in setting a lower threshold for achieving a quorum for a student board; and

WHEREAS, the City of San Antonio Higher Education Student Advisory Board was created in 2018 and is comprised of eleven members appointed by the Mayor and each City Council District; and

WHEREAS, the City of San Antonio Higher Education Student Advisory Board serves in an advisory capacity to the Mayor and City Council on matters affecting the college students of San Antonio; and

WHEREAS, staff recommends the approval of bylaws for this Board, which would not only establish a governance process, but also, if approved, remove the extra step of seeking a university nomination for a proposed applicant, which often creates an unnecessary delay in the appointment process; **NOW THEREFORE:**

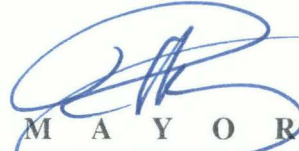
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The “SA2020 Commission on Education” and the “SA2020 Commission on Strengthening Family Well-Being,” are hereby renamed the “City of San Antonio Commission on Education,” and “City of San Antonio Commission on Strengthening Family Well-Being,” respectively.

SECTION 2. The Bylaws, modifying the names, current governance and appointment structures, as amended if applicable, for the (1) City of San Antonio Commission on Education, (2) City of San Antonio Commission on Strengthening Family Well-Being; (3) San Antonio Youth Commission; and (4) City of San Antonio Higher Education Student Advisory Board, attached hereto and incorporated herein as **Attachments I – IV**, are hereby approved. The boards and commissions, as applicable, are authorized to amend their respective bylaws in accordance with the procedures set forth in the bylaws if such changes are not in conflict with the City’s Boards and Commission Rules in the City Code.

SECTION 3. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 27th day of January, 2022.




M A Y O R
Ron Nirenberg

ATTEST:


Debbie Racca-Sittre, Acting City Clerk

APPROVED AS TO FORM:


for Andrew Segovia, City Attorney



City of San Antonio

City Council Meeting January 27, 2022

28.

2022-01-27-0044

Ordinance renaming the "SA2020 Commission on Education" and the "SA2020 Commission on Strengthening Family-Wellbeing," the "City of San Antonio Commission on Education," and "City of San Antonio Commission on Strengthening Family Well-Being," respectively; approving amended bylaws for each and original bylaws for the San Antonio Youth Commission and the City of San Antonio Higher Education Student Advisory Board, to establish consistency and efficiencies in governance structure and meetings. [Lori Houston, Assistant City Manager; Melody Woosley, Director, Human Services]

Councilmember Rocha Garcia moved to Approve on Zoning Consent. Councilmember Courage seconded the motion. The motion carried by the following vote:

Aye: Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo, Cabello
Havrda, Sandoval, Pelaez, Courage, Perry

SS
01/27/22
Item No. 28

ATTACHMENT I

CITY OF SAN ANTONIO COMMISSION ON EDUCATION BYLAWS

ARTICLE I Name

The name of this body shall be the City of San Antonio Commission on Education, hereinafter referred to as the Commission on Education or the Commission.

ARTICLE II Purpose

The Commission on Education shall serve in an advisory capacity to the Mayor and City Council on matters affecting the education of San Antonio residents to orchestrate one of the greatest turnarounds in education in the United States.

The Commission will seek to:

1. Advise policy makers and key stakeholders on programs and services that impact the educational outcomes of San Antonio residents.
2. Communicate identified concerns with persons and institutions able to affect change.
3. Work in concert with others to foster actions beneficial to the education of San Antonio residents.

ARTICLE III Responsibilities

The Commission on Education shall work in partnership with City Council and City staff to meet the following objectives:

1. Determine the Commission's priorities and develop a focused, multi-phased plan of action that furthers the success of education by improving kindergarten and college readiness, high school graduation rates, college enrollment, and adult educational attainment.

2. Increase the visibility of the Commission as an advisory commission and expand community awareness of education issues.
3. Advise Mayor and City Council for the responsible funding of existing and future services to ensure the continual improvement and progress toward the community's education vision.
4. Provide annual written reports in relation to education which:
 - a. Advise Mayor and City Council on the current conditions and needs of San Antonio residents and families.
 - b. Advise on ways to engage the San Antonio community to actively participate in activities which will lead to the achievement of the community's vision.
 - c. Advise on City investments that support achievement of the community's vision.

ARTICLE IV

Membership

Section 1- Composition

1. The Commission on Education shall consist of eleven members appointed by the Mayor and City Council.
2. Each City Council member and the Mayor shall appoint one member on the commission.

Section 2 -Term of Membership

1. Each appointed member shall serve a two year term to run concurrently with the term of office of the appointing council member.
2. Each member may be re-appointed to serve additional two year terms.

Section 3 -Termination of Membership

If a commission member's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the appointment date, or a member misses three (3) regularly scheduled consecutive meetings, the Commission's staff support shall notify the office of the city clerk, who shall coordinate the attendance issue with the appointing council member's office

Members who are unable to complete their term of office shall immediately inform the Chairperson and his/her appointing Council member of their resignation in writing.

ARTICLE V

Officers

Section 1 -Officers

The offices of the Commission on Education shall consist of:

- Chair
- Vice-Chair
- Secretary

Other offices may be created as needed.

Section 2 -Election of Officers

1. Eligibility for Office. The Commission shall elect all officers from their membership.
2. Election of Officers. Officers shall be elected by majority vote of members present at the regular meeting held at the beginning of each Fiscal Year as designated by the City of San Antonio.
3. Nominations. Nominations may be made by Commission members. Prior consent shall be obtained from all nominees.
4. Term of Office. Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3 -Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Commission.
 - b. Appoint Special Committee Chairperson and/or Special Committee members.
 - c. Call meetings as deemed necessary to carry out the activities of the Commission.
2. The Vice-Chairperson shall:

- a. Perform the duties of the Chair in the absence of the Chairperson.
 - b. Act in an advisory capacity to the Chairperson.
 - c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Commission at its next regular meeting.
3. The Secretary shall:
 - a. Prepare official correspondence of the Commission as designated by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members within one week of each meeting.
 - c. Keep and maintain a current list of names, addresses, and contact information of the Commission's membership.
 - d. Maintain a record of voting results at meetings.
 - e. In the absence of the Secretary, the Chairperson will appoint an officer to take minutes of the meeting.

ARTICLE VI

Meetings

Section 1 -Meetings

1. Frequency-the Commission on Education shall meet on a monthly basis or as often as may be necessary.
2. Quorum-a majority of appointed members in attendance at a meeting shall constitute a quorum.
3. Attendance-commission members shall strive to attend all scheduled meetings. If a member must be absent from a regularly scheduled meeting he/she shall notify the staff liaison.

Section 2 - Voting

1. Each member shall have one vote in all action items of the Commission.

2. A proposed action is adopted if a majority of the members in office cast a vote in favor of the action.
3. Proxy votes will not be allowed.

ARTICLE VII

Subcommittees

1. The Commission on Education shall have subcommittees consisting of \ Special Committees, which may be established from time to time on an ad hoc basis.
2. The size of a subcommittee's membership shall be no less than three and no more than five Commission members, with a quorum consisting of the majority of members appointed to the Subcommittee.
3. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each committee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.
4. Special Committees-The Chairperson shall appoint such Special Committees as deemed necessary to carry out the goals and objectives of the Commission.

ARTICLE VIII

Salaries and Compensation

Commission on Education members shall receive no salary or compensation for their services.

ARTICLE IX

Reporting

1. The Commission's Chair or designee, with assistance from City staff, shall report specific goals and objectives to the appropriate City Council Committee through annual memoranda and presentations.
2. The Commission will make a full report of its activities to the appropriate City Council Committee on a yearly basis.
3. Additional representatives will be made as requested by the City Council or initiated by the Commission with assistance of City staff.

ARTICLE X

Amendments

These bylaws may be amended at any regular or special meeting by two-thirds vote of members present and voting, provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission bylaws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.

SS
01/27/22
Item No. 28

ATTACHMENT II

**CITY OF SAN ANTONIO
COMMISSION ON STRENGTHENING FAMILY WELL-BEING
BYLAWS**

**ARTICLE I
Name**

The name of this body shall be the City of San Antonio Commission on Strengthening Family Well-Being, hereinafter referred to as the Commission on Family Well-Being or the Commission. This commission will work with City staff hereinafter referred to as the City staff liaison.

**ARTICLE II
Purpose**

The Commission on Family Well-Being shall serve in an advisory capacity to the Mayor and City Council on matters affecting the financial stability and well-being of San Antonio residents and families in line with the City of San Antonio's vision of making San Antonio renowned as the best city to raise a family.

The Commission will seek to:

1. Advise policy makers and key stakeholders on programs and services that align with City of San Antonio's vision.
2. Communicate identified concerns with persons and institutions able to affect change.
3. Work in concert with others to foster actions beneficial to the San Antonio community.

**ARTICLE III
Responsibilities**

The Commission on Family Well-Being shall work in partnership with City Council and the City staff liaison to meet the following objectives:

1. Determine the Commission's priorities and develop a focused plan of action that furthers the success of the Family Well-Being vision that includes: increasing financial stability, reducing poverty, reducing teen births, reducing homelessness, reducing domestic violence and child abuse, and strengthening and advocating for community support for social services.
2. Increase the visibility of the Commission as an advisory commission and expand community awareness in relation to Family Well-Being goals.
3. Advise Mayor and City Council on the responsible funding of existing and future services to ensure the continual improvement and progress toward the Family Well-Being vision.
4. Provide annual written reports which:
 - a. Assess achievement of City of San Antonio established targets by City funded agencies and programs.

- b. Advise on ways to engage the San Antonio community to actively participate in activities which will lead to the achievement of the community's vision.
- d. Advise on City investments that support achievement of the community's vision.

ARTICLE IV

Membership

Section 1 – Composition

1. The Commission on Family Well-Being shall be comprised of eleven members appointed by the Mayor and City Council.
2. Each City Council member and the Mayor shall appoint one member on the commission.
3. It will be the obligation of the Chair to contact council members and the City staff liaison in the event of a vacancy.

Section 2 - Term of Membership

1. Each appointed member shall serve a two year term to run concurrently with the term of office of the appointing council member.
2. Each member may be re-appointed to serve additional two year terms. A member may serve on the Commission for unlimited terms.
3. The outgoing commissioner will notify the Council representative for his/her district (or the mayor for mayoral appointments) of the need to nominate a replacement.

Section 3 - Termination of Membership

1. If a commission member's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the appointment date, or a member misses three (3) regularly scheduled consecutive meetings, the Commission's staff liaison shall notify the office of the city clerk, who shall coordinate the attendance issue with the appointing council member's office.
2. Members who are unable to complete their term of office shall immediately inform the Chairperson and his/her appointing Council member of their resignation in writing. Members holdover until their replacement is appointed.

ARTICLE V

Officers

Section 1 - Officers

The offices of the Commission on Family Well-Being may consist of:

1. Chair
2. Vice-Chair

3. Secretary

Other offices may be created as needed.

Section 2 - Election of Officers

1. Eligibility for Office. The Commission shall elect all officers from their membership.
2. Election of Officers. Having first established that a quorum is present, officers shall be elected by majority vote of members present at the regular meeting held at the beginning of each Calendar Year as designated by the City of San Antonio.
3. Nominations. Nominations may be made by Commission members. Prior consent shall be obtained from all nominees.
4. Term of Office. Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3 - Duties of Officers

1. The Chairperson shall:

- a. Preside at all meetings of the Commission.
- b. Appoint Special Committee Chairpersons and/or Special Committee members.
- c. Call meetings as deemed necessary to carry out the activities of the Commission.

2. The Vice-Chairperson shall:

- a. Perform the duties of the Chair in the absence of the Chairperson.
- b. Act in an advisory capacity to the Chairperson.
- c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Commission at its next regular meeting.

3. The Secretary shall:

- a. Prepare official correspondence of the Commission, with the assistance of City staff, as requested by the Chairperson.
- b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members a week prior to the next meeting. The commissioners and City staff liaison may choose to have minutes recorded and distributed by a designated City staff liaison member. Minutes may be approved at subsequent meetings.
- c. Keep and maintain a current list of names, addresses, and contact information of the Commission's membership.

- d. Maintain a record of voting results at meetings.
- e. In the absence of the Secretary, the Chairperson will appoint a member to take minutes of the meeting.

ARTICLE VI

Meetings

Section 1 – Meetings

1. Frequency. The Commission on Family Well-Being shall meet a minimum of once a quarter or as often as may be necessary.
2. Quorum. A majority of appointed members in attendance at a meeting shall constitute a quorum.
3. Attendance. Commission members shall strive to attend all scheduled and special meetings. If a member must be absent from a regularly scheduled or special meeting' he/she shall notify the Chairperson and/or the City staff liaison.
4. As soon as physically and financially feasible after any future assessment by the City Attorney that the law and City policy allow for members to attend by telephone or videoconference, the City staff liaison will facilitate arrangements for approved hardware and software so members may participate remotely.

Section 2 – Voting

1. Each member shall have one vote in all action items of the Commission.
2. A proposed action is adopted if a majority of the members in office cast a vote in favor of the action.
3. Proxy votes will not be allowed.

ARTICLE VII

Subcommittees

1. The Commission on Family Well-Being may have subcommittees consisting of Special Committees, which may be established from time to time on an ad hoc basis to carry out the goals and objectives of the Commission. The Chairperson shall appoint to such Special Committees.
2. The size of a subcommittee's membership shall be no less than three and no more than five Commission members, with a quorum consisting of the majority of members appointed to the Subcommittee.
3. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each subcommittee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.

ARTICLE VIII

Salaries and Compensation

Commission on Family Well-Being members shall receive no salary or compensation for their services.

ARTICLE IX
Reporting

1. The Commission's Chair or designee, with assistance from the City staff liaison, shall report specific goals and objectives to its assigned City Council Committee(s) through annual memoranda and presentations.
2. The Commission will make a full report of its activities to its assigned City Council Committee on a yearly basis.
3. Additional reports will be made as requested by the City Council or initiated by the Commission with assistance of the City staff liaison.

ARTICLE X
Amendments

These by-laws may be amended at any regular or special meeting by two-thirds vote of members present, provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission by-laws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.

SS
01/27/22
Item No. 28

ATTACHMENT III

**City of San Antonio
San Antonio Youth Commission Bylaws**

**ARTICLE I
Name**

The body shall be called the San Antonio Youth Commission and will hereinafter be referred to as the Youth Commission or the Commission.

**ARTICLE II
Purpose**

The San Antonio Youth Commission will act as an advisory committee to the Mayor and City Council and serve as a representative of the youth voice in San Antonio. The commission will seek to civically engage youth with the City of San Antonio through policy recommendations, advocacy and community service.

The commission will seek to:

1. Represent the needs of the students of their respective districts.
2. Engage the City Council of San Antonio and other community leaders in building partnerships that utilize the voice of our students to inform policy and impact city-wide initiatives.
3. Model excellence and a commitment to service through active participation in community service events.

**ARTICLE III
Membership**

Section 1- Composition

The San Antonio Youth Commission will be composed of two high school students appointed by each council district, and two at-large high school students appointed by the Mayor of San Antonio, for a total of 22 voting members.

Section 2- Term of Membership

1. Each appointed member shall serve a two-year term to run concurrently with the term of office of the appointing council member.
2. Each member may be reappointed to serve additional two-year terms, so long as at the time of appointment, the member is a high school student.

Section 3- Termination of Membership

- a) Commissioners are expected to be on time and present for every Commission meeting or event. Absences must be communicated to the Commission chair and City staff liaison prior to meeting.
- b) A Commission member may miss no more than three regular consecutive meetings without written e-mail notice to the City staff liaison and Commission chair.

- c) All Youth Commissioners will meet deadlines for reports, responses, and emails as set by the City staff liaison. Failure to meet deadlines more than three times may be grounds for removal by the appointing Councilmember or Mayor.
- d) Meetings, event attendance, and deadlines will be tracked by the City staff liaison.
- e) The Commission Liaison will make reasonable efforts to identify any social, emotional, or economic barriers preventing commission member participation prior to making a recommendation for removal from office.

ARTICLE IV

Officers

Section 1- Officers

The offices of the San Antonio Youth Commission shall consist of:

- 1. Chair
- 2. Vice Chair
- 3. Secretary

Other offices may be created as needed.

Section 2- Election of Officers

- 1. Eligibility for Office: The Commission shall elect all officers from their membership.
- 2. Election of Officers: Having first established that a quorum is present, officers shall be elected by majority vote of members present at the regular meeting held at the beginning of each Fiscal Year as designated by the City of San Antonio.
- 3. Nominations: Nominations may be made by Commission members. Prior consent shall be obtained from all nominees.
- 4. Term of Office: Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
- 5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3-Duties of Officers

- 1. The Chairperson shall:
 - a. Preside at all meetings of the Commission.
 - b. Appoint Special Committee Chairpersons and/or Special Committee members.
 - c. Call meetings as deemed necessary to carry out the activities of the Commission.
- 2. The Vice-Chairperson shall:
 - a. Perform the duties of the Chair in the absence of the Chairperson.
 - b. Act in an advisory capacity to the Chairperson.
 - c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Commission at its next regular meeting.

3. The Secretary shall:
 - a. Prepare official correspondence, with the assistance of City staff, of the Commission as requested by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members for review within one week of each meeting. Minutes may be approved at subsequent meetings.
 - c. Keep and maintain a current list of names, addresses, and contact information of the Commission's membership.
 - d. Maintain a record of voting results at meetings.
 - e. In the absence of the Secretary, the Chairperson will appoint a member to take minutes of the meeting.

ARTICLE V

Subcommittees

1. The San Antonio Youth Commission shall have special subcommittees, which may be established from time to time on an ad hoc basis to carry out the goals and objectives of the Commission. The Chairperson shall appoint to such Special Committees.
2. The size of a subcommittee's membership shall be no less than two and no more than five voting Commission members, with a quorum consisting of a majority of appointed members to the subcommittee.
3. Subcommittee members may communicate in-person, through email, text messaging, and other forms of technology, provided quorum of the entire Commission is not met.
4. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each subcommittee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.

ARTICLE VI

Meetings

Section 1- Meetings

1. Frequency- The San Antonio Youth Commission shall strive to meet ten times during the calendar year between August and May.
2. Quorum- A majority of appointed members shall constitute a quorum to convene a meeting. Quorum is required for the Commission to take action upon any item set forth on the agenda.
3. Proxies - Proxy votes will not be allowed.
4. Attendance. Commission members shall strive to attend all scheduled meetings. If a member must be absent from a regularly scheduled meeting he/she shall notify the Chairperson and Commission Liaison.

Section 2- Voting

1. Each member shall have one vote in all action items of the Commission.
2. A proposed action is adopted if a majority of the members in office vote in favor of the action, or other items deemed necessary by the majority.

ARTICLE VII Amendments

These by-laws may be amended at any regular or special meeting by two-thirds vote of members present, provided further that vote by proxy shall not be permitted and provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission by-laws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.

ARTICLE VIII Adoption and Effective Date

The foregoing Bylaws were adopted at a meeting of the San Antonio Youth Commission and approved by City Council on the dates set forth below.

San Antonio Youth Commission adoption:

Date

City Council adoption:

Date

SS
01/27/22
Item No. 28

ATTACHMENT IV

**CITY OF SAN ANTONIO
HIGHER EDUCATION STUDENT ADVISORY BOARD
BYLAWS**

**ARTICLE I
Name**

The name of this body shall be the City of San Antonio Higher Education Student Advisory Board, hereinafter referred to as the Higher Education Board or the Board.

**ARTICLE II
Purpose**

The Commission will make recommendations to the Mayor and City Council on:

- a) priority issues: (1) multi-modal transportation, (2) environmental sustainability and public health, (3) housing and affordability, (4) jobs and economic development, (5) public safety, and (6) arts, culture, and recreation;
- b) additional issues regarding what steps the City can take to: (1) retain local students and attracting students from outside the City, (2) support students from all areas of the city and ensuring equity in educational opportunity, and (3) support students during the transition into the workforce; and
- c) the amenities, programs, or future developments that increase college student interest in living in San Antonio for the long-term.

**ARTICLE III
Responsibilities**

The Board shall work in partnership with City Council and City staff to meet the following objectives:

1. Determine the Commission's priorities and develop a focused, multi-phased plan of action that furthers the success of higher education students by improving multi-modal transportation, environmental sustainability and public health, housing and affordability, jobs and economic development, public safety, and arts, culture, and recreation.

2. Increase the visibility of the Board as an advisory board and expand community awareness of education issues.
3. Advise Mayor and City Council on the responsible funding of existing and future services to retain local students and attract students from outside the City, support students from all areas of the city and ensuring equity in educational opportunity, support students during the transition into the workforce, and advise on the amenities, programs, or future developments that increase college student interest in living in San Antonio for the long-term.
4. Provide annual written reports which:
 - a. Advise Mayor and City Council on the current conditions and needs of San Antonio higher education students.
 - b. Advise Mayor and City Council on service needs as they relate to outlined goals and measures.
 - c. Advise on City investments that support achievement of higher education goals.

ARTICLE IV

Membership

Section 1- Composition

1. The Board shall consist of eleven members appointed by the Mayor and City Council.
2. Each City Council member and the Mayor shall appoint one member on the commission.
3. Each Board member shall currently attend an institution of higher education within the San Antonio community.

Section 2 -Term of Membership

1. Each appointed member shall serve a two year term to run concurrently with the term of office of the appointing council member.
2. Each member may be re-appointed to serve additional terms so long as at the start of a term, the Board member is attending an institution of higher education within the San Antonio community.

Section 3 -Termination of Membership

1. If a board member's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the appointment date, or a member misses three (3) regularly scheduled consecutive meetings, the Board's staff liaison shall notify the

office of the city clerk, who shall coordinate the attendance issue with the appointing council member's office.

2. Members who are unable to complete their term of office shall immediately inform the Chairperson and his/her appointing Council member of their resignation in writing. Members holdover until their replacement is appointed.

ARTICLE V

Officers

Section 1 -Officers

The offices of the Higher Education Board shall consist of:

- Chair
- Vice-Chair
- Secretary

Other offices may be created as needed.

Section 2 -Election of Officers

1. Eligibility for Office. The Board shall elect all officers from their membership.
2. Election of Officers. Having first established that a quorum is present, officers shall be elected by majority vote of members present at the regular meeting held at the beginning of each Fiscal Year as designated by the City of San Antonio.
3. Nominations. Nominations may be made by Board members. Prior consent shall be obtained from all nominees.
4. Term of Office. Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3 -Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Board.
 - b. Appoint Special Committee Chairpersons and/or Special Committee members.

- c. Call meetings as deemed necessary to carry out the activities of the Board.
- 2. The Vice-Chairperson shall:
 - a. Perform the duties of the Chair in the absence of the Chairperson.
 - b. Act in an advisory capacity to the Chairperson.
 - c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Board at its next regular meeting.
- 3. The Secretary shall:
 - a. Prepare official correspondence of the Board, with the assistance of City staff, as requested by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Board members for review within one week of each meeting. Minutes may be approved at subsequent meetings.
 - c. Keep and maintain a current list of names, addresses, and contact information of the Board's membership.
 - d. Maintain a record of voting results at meetings.
 - e. In the absence of the Secretary, the Chairperson will appoint a member to take minutes of the meeting.

ARTICLE VI

Meetings

Section 1 -Meetings

- 1. Frequency-the Higher Education Board shall meet on a monthly basis or as often as may be necessary.
- 2. Quorum-a majority of appointed members in attendance at a meeting shall constitute a quorum.
- 3. Attendance-board members shall strive to attend all scheduled meetings. If a member must be absent from a regularly scheduled meeting, he/she shall notify the staff liaison.

Section 2 - Voting

1. Each member shall have one vote in all action items of the Commission.
2. A proposed action is adopted if a majority of the members in office cast a vote in favor of the action.
3. Proxy votes will not be allowed.

ARTICLE VII Subcommittees

1. The Higher Education Board shall have special subcommittees which may be established from time to time on an ad hoc basis to carry out the goals and objectives of the Board. The Chairperson shall appoint to such Special Committees.
2. The size of a subcommittee's membership shall be no less than three and no more than five Commission members, with a quorum consisting of the majority of members appointed to the Subcommittee.
3. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Board meeting. Each subcommittee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Board, the subcommittee chairperson shall present a recommendation and supporting rationale.

ARTICLE VIII Salaries and Compensation

Higher Education Board members shall receive no salary or compensation for their services.

ARTICLE IX Reporting

1. The Board's Chair or designee, with assistance from City staff, shall report specific goals and objectives to the appropriate City Council Committee(s) through annual memoranda and presentations.
2. The Commission will make a full report of its activities to the appropriate City Council Committee on a yearly basis.

3. Additional reports will be made as requested by the City Council or initiated by the Board with assistance of City staff.

ARTICLE X

Amendments

These bylaws may be amended at any regular or special meeting by two-thirds vote of members present, provided that the amendment has been submitted in writing and presented to the Board prior to the meeting. Non-substantive amendments to Board bylaws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.