

**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.