

**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.