

BYLAWS OF THE
JOINT SUBCOMMITTEE OF THE CITY OF AUSTIN,
AUSTIN INDEPENDENT SCHOOL DISTRICT, AND TRAVIS COUNTY

ARTICLE 1.
NAME

The name of this intergovernmental advisory body is the “Joint Subcommittee of the City of Austin, Austin Independent School District, and Travis County (the Joint Subcommittee).”

ARTICLE 2.
PURPOSE; RESTRICTIONS

Purpose~~Scope~~.

(A) The Joint Subcommittee is an intergovernmental body formed for the purpose of identifying, collaborating on, and developing policy recommendations for the three represented governmental entities regarding matters of mutual interest and potential impact on the named entities, including but not limited to the following: issues pertaining to the academic success, health safety, and general well-being of students and families served by the entities; matters related to affordability, including potential bond measures; opportunities designed to strengthen partnerships for improved service delivery, including elimination of duplicative services between agencies to achieve cost savings; best practices of other cities, school districts, and counties; and other relevant and related topics.

Restrictions.

- (B) The Joint Subcommittee is an advisory body, possessing no ~~signature~~ or quasjudicial powers, and shall ~~act~~ in an advisory capacity only. The Joint Subcommittee activities or actions shall be in the form of recommendations to the respective entities, which recommendations shall then be independently considered, discussed, accepted, rejected, or the like by the respective entities without restriction of any sort from the Joint Subcommittee.
- (C) The Joint Subcommittee shall not participate in any political campaign on behalf of or in opposition to any candidate for public office or any proposition or ballot measure.
- (D) The Joint Subcommittee is not organized for profit, ~~shall~~ never be operated for the purpose of carrying on a trade or business for profit. Service on the Joint Subcommittee shall not bestow any monetary benefit on or inure to the improper benefit of any member of the Joint Subcommittee or any associated or related individual.

ARTICLE 3.
MEMBERSHIP

Composition; Appointment.

(A) The Joint Subcommittee is ~~composed~~ of eight members from the three entities that comprise the Joint Subcommittee. The presiding officer of the Austin City Council shall appoint three council members, the presiding officer of the Austin Independent School District Board of

ARTICLE 5.
STAFF LIAISONS; AGENDAS

Staff Liaisons.

(A) Each of the three entities that comprise the Joint Subcommittee shall provide a staff member to serve as staff liaison for any meeting held at the location of the entity. The staff liaisons shall, by way of illustration and not limitation, coordinate meeting dates around member availability, communicate with members, prepare and deliver notices, manage all agenda matters, ensure agenda postings, prepare and circulate minutes, and provide general support duties.

Placement of Item on Agenda

(B) Two or more Joint Subcommittee members may place an item on an agenda by oral or written request to the member's staff liaison to the Joint Subcommittee at least ten days before the scheduled meeting. The presiding officer for the scheduled meeting, after first consulting with and receiving input from the staff liaison, shall timely approve each final meeting agenda.

Posting of Agenda

(C) The staff liaison of the entity shall submit the meeting agenda

Special Called Meetings.

(D) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The Joint Subcommittee may not call a special meeting more often than twice per calendar year.

Meeting Location Rotation.

(E) The physical location of regular meetings shall rotate among the entities that comprise the Joint Subcommittee.

Parliamentary Procedure.

(F) Meetings shall be governed by and conducted in accordance with the most current edition of Robert's Rules of Order, except when inconsistent with these bylaws or with special procedure which the Joint Subcommittee may adopt.

Quorum

(G) A majority of the members of each entity that comprises the Joint Subcommittee, excluding any vacancies, shall constitute a quorum: two members from Austin Independent School District, two members from the City of Austin, and one member from Travis County.

(H) If a quorum for a meeting does not convene within one hour of the posted time for the meeting, then the meeting shall not be held.

(I) A meeting may not be convened until a quorum of members is physically present.

(J) If a quorum is present at a meeting, the Joint Subcommittee may take action by an affirmative vote of a majority of the members present.

Citizen Communications.

(K) The Joint Subcommittee may, in its discretion, allow citizens to address the Joint Subcommittee on proposed action items on the agenda and during a period of time set aside for citizen communications. The presiding officer of the meeting may limit the number of speakers to five, and may limit a speaker to three minutes.

Minutes.

(L) The staff liaison of the entity at which the meeting was held shall prepare the minutes of the Joint Subcommittee meeting held at that entity's location. The minutes of each meeting shall include the vote of each member on each item before the Joint Subcommittee, and shall indicate whether a member was absent, recused, or failed to vote on an item.

(M) The staff liaisons shall retain copies, and shall provide originals to the entity's Secretary or Clerk, of all approved minutes, agendas, internal review reports, and bylaws. The documents are public records under Texas Local Government Code, Chapter 552 (Texas Public Information Act).

