

RULES OF PROCEDURE FOR THE CEDAR PARK TOURISM ADVISORY BOARD

Rule 1.1 Regular Meetings. Regular meetings of the Tourism Advisory Board (“Board”) will be held on the fourth Tuesday of each month, beginning at 6:30 p.m. Public notice of all regular meetings of the Board shall be given as required by Texas Government Code Chapter 551, as amended (“Texas Open Meetings Act”).

Rule 1.2 Special Meetings. Special meetings of the Board may be held on such dates and at such times as called by the Chair or, in their absence, the Vice Chair. Public notice of all special meetings of the Board shall be given as required by the Texas Open Meetings Act.

Rule 1.3 Work Sessions. The Board may hold work sessions as needed. The Board work sessions may be held at such times as may be necessary or beneficial. Public notice of all Board work sessions shall be given as required by the Texas Open Meetings Act.

Rule 1.4 Joint Meetings. The Board may hold joint meetings with the City Council or other boards, commissions or task forces in addition to their other meetings. Public notice of all joint meetings shall be given as required by the Texas Open Meetings Act.

Rule 1.5 Location of Meetings and Work Sessions. All regular meetings of the Board shall be held at the Cedar Park City Council Chambers unless the Chair (a) determines that an irresolvable scheduling conflict exists in the use of the City Council Chambers and (b) promptly notifies the Board members of choice of an alternate location. All special meetings, joint meetings, and work sessions shall be held at a City facility.

Rule 1.6 Delivery of Minutes to City Secretary. The Board shall promptly deliver to the City Secretary all minutes of regular meetings, special meetings, joint meetings, and work sessions upon approval thereof.

Rule 1.7 Tourism Advisory Board Reports. The Chair of the Board or their designee shall report to the City Council on the activities of the Board at such time as may be directed by the City Council.

Rule 1.8 Policy Directives. The City Council is ultimately responsible for the establishment of City policies. The Board is cognizant of the City Council’s primary responsibility to establish, approve, disapprove, or modify the City’s policies. The Chair of the Board shall ensure that any proposed policy directive initiated by the Board is reported to and approved by the City Council before issuance of any such policy directive.

Rule 1.9 Rules and Procedure. Upon an affirmative vote, these Rules of Procedure, and any amendments thereto, shall be forwarded to the City Council for their review and approval. Upon the City Council’s approval, the Rules of Procedure, or any amendments thereto, shall become effective. The Board shall conduct all meetings in accordance with these Rules of

Procedure except that, upon the request of any member, the most current form of Robert's Rules of Order shall be followed for the designated item before the Board.

Rule 1.10 Attendance. A Board member shall be deemed to have resigned if the member fails to attend either: a) three (3) consecutive; or b) more than fifty percent (50%) of all Board meetings during any twelve (12) month period from appointment or reappointment. Attendance shall be taken and noted at the beginning of all meetings.

Chapter 2: Agenda

Rule 2.1 Preparation of the Agenda. The Chair or, in their absence, the Vice Chair is responsible for preparing or ensuring the preparation of the Agenda for each meeting or work session.

Rule 2.2 Agenda Categories for Board Meetings. For each Board meeting, the Agenda may contain any of the following categories:

- a. Call to Order;
- b. Citizen Communication;
- c. Board Members' Opening Comments;
- d. Presentations;
- e. Discussion and Possible Action;
- f. Consent Agenda;
- g. Staff Reports;
- h. Administrative Items;
- i. Board Members and Staff Closing Comments; and
- j. Adjournment.

The categories listed above are demonstrative and are not meant or intended to be exclusive.

Rule 2.3 Consent Agenda. Any item on the Consent Agenda shall be removed at the request of a single Member. A request for removal from the Consent Agenda may be made (a) in writing directed to the Chair; or (b) verbally during Board discussion and action on the Consent Agenda. Any item removed from the Consent Agenda shall be considered as a separate action item at the meeting on which such item appears on the Consent Agenda.

Rule 2.4. Placement of Agenda Items by Board Members. Any Board Member may request the placement of any item on the Agenda. Any Agenda item so requested shall bear the requesting member's name on each occasion at which the item appears on the Agenda. A Member may request the placement of any item on the Agenda: (a) during Opening Comments or Members and Staff Closing Comments; or (b) in writing directed to the Chair and staff liaison.

Rule 2.5 Public Availability of Agenda. The Board Agenda and a copy of the packet distributed to the Board shall be made available to the public on the City's website.

Rule 2.6 Description of Certain Agenda Items. For each Agenda item requiring consideration and/or action by the Board, excluding items on the Executive Session Agenda, the Agenda shall reflect a brief substantive description of the matter for consideration and/or action.

Chapter 3: Conduct of Meetings

Rule 3.1 Officers. The Officers of the Board shall consist of a Chair, Vice Chair, and Secretary. The Officers of the Board shall be elected on an annual basis by majority vote of the Board at a Board meeting in August or the first meeting thereafter. Terms of office shall be one (1) year. An officer may be reelected for an additional one (1) year term, but no individual shall serve for more than two (2) consecutive terms. All officers shall be subject to removal from office at any time by a vote of the majority of the entire Board after such item has been properly requested to be placed on the Agenda. A vacancy in the office of any officer shall be filled by a vote of a majority of the Board. In the event both the Chair and Vice Chair are absent from a meeting, a presiding officer shall be selected by majority vote of the Board members present.

Rule 3.2 Powers and Duties of the Chair. The Chair shall preside at all meetings of the Board. The Chair shall have the power to sign and execute all appropriate documents as the Chair of the Board. The Chair shall have general and active management of the business of the Board and shall perform all the duties usually incident to the office of the Chair. In the absence of both the Chair and Vice Chair, the Board shall, by majority vote of those present, determine which member shall preside over and conduct the meeting.

Rule 3.3 Vice-Chair. The Vice Chair shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the Chair during that officer's absence or inability to act. Any action taken by the Vice Chair in the performance of the duties of the Chair shall be conclusive evidence of the absence or inability to act by the Chair at the time such actions was taken.

Rule 3.4 Secretary. The Secretary shall attest to the minutes of all meetings of the Board and cause such minutes to be maintained in books provided for that purpose. The Secretary may sign with the Chair, or Vice Chair, in the name of the Board, all appropriate documents, and shall in general perform all the duties incident to the office of Secretary. Copies of the executed minutes of the Board shall be filed with the City Secretary. Official Records of the Board, including agendas and minutes of all Board meetings shall be maintained and on file in the office of the Tourism Department. If the Secretary is unable to attend any meeting, the Chair or Vice Chair may appoint an acting Secretary for purposes of such meeting.

Rule 3.5 Responsibilities of the Board. The Board, in the performance of its assigned duties, should adhere to the Responsibilities of The Board in the allocation of Hotel Occupancy Tax for eligible activities and establishment of a Historic Preservation Subcommittee as provided in Exhibit A.

Rule 3.6 Parliamentarian. The City Attorney or any Assistant City Attorney shall serve as parliamentarian for the Board and shall construe all applicable procedural rules liberally.

Rule 3.7 Applicant Discussions. Board members shall not meet with any Applicant or discuss with any Applicant issues subject to the regulation or authority of the Board except within the confines of properly posted and noticed meetings.

Rule 3.8 Applicant Presentation. With the exception of the Consent Agenda, Applicant, or their agent, shall make any presentation necessary for a public hearing or before consideration of a possible action item. Unless modified by the Board such presentation shall follow any presentation made by City staff.

Rules 3.9 Presentation by City Staff. With the exception of the Consent Agenda, City staff shall make any presentation necessary for a public hearing or before consideration of a possible action item.

Rule 3.10 Written Presentation by City Staff. For each request submitted to the Board for consideration and action, the following material shall be provided to the Board: applicant's documents, staff report, and any written citizen communications received by staff.

Rule 3.11 Public Presentation. During any public hearing on any matter before the Board, and after any presentation by the Applicant, or their agent, and City staff, any other member of the public who desires to address the Board may do so, provided that (a) they limit such presentation to three (3) minutes, and (b) they register to speak prior to addressing the Board.

Rule 3.12 Citizen Communications. Any member of the public who desires to address the Board during Citizen Communication may do so, provided that (a) they limit such presentation to three (3) minutes, and (b) they register to speak prior to addressing the Board.

Rule 3.13 Registration. The registration referred to in Rules 3.11 and 3.12 shall include the following information: (a) full name; (b) business or residential address; (c) business or residential telephone number; (d) representation; (e) Agenda item or topic; and (f) brief statement of position [e.g. for or against an Agenda item or summary of communication].

Rule 3.14 Expansion of Time for Public Presentation and Citizen Communications. The Chair may expand the time limit set forth in Rules 3.11 and 3.12 for up to an additional three (3) minutes if the presenter requests an extension unless a Board member objects. In the event of a Board member's objection to a request for extension, the Board shall vote to approve or disapprove the request for extension. The giving or transferring of a person's three (3) minutes to another is prohibited.

Rule 3.15 Time Keeper. City staff shall serve as time keeper for any citizen communication or public presentation made to the Board.

Rule 3.16 Repetitive Presentations. The Chair may deny any citizen the opportunity to address the Board if the presentation or communication made or offered is repetitive of a presentation or communication previously made.

Rule 3.17 Board Vote. The minutes shall reflect the votes made by the Board in open meeting. All votes shall be by voice vote or show of hands. In the event of a split vote, and at the request of City staff or any Board member, members shall individually announce their vote. An affirmative vote of four (4) Board members is required for approval of an item and any Board recommendation to City Council.

Rule 3.18 Executive Session; Certified Agenda. All executive sessions shall be recorded by certified agenda in conformity with the Texas Open Meetings Act. Board members shall keep confidential all information presented and deliberations in Executive Session.

CITY COUNCIL PASSED AND APPROVED this 26th day of July, 2018.

**Rules and Procedures
Tourism Advisory Board**

Exhibit A

Responsibilities Of The Board

Hotel Occupancy Tax

Pursuant to Chapter 10, Article 10.05, Cedar Park Code of Ordinances Sec. 10.05.002, the Tourism Advisory Board (“Board”) shall make recommendations to City staff related to the promotion of tourism in the City and expenditures of the local hotel occupancy tax (“HOT”) revenues in accordance with Chapter 351 of the Texas Tax Code, as amended. The proposed annual budget shall use the fiscal year adopted by the City. The City Council may adopt, reject, or modify the proposed annual budget as it deems necessary and proper.

In the preparation of the annual budget, the Board may receive and review applications from eligible organizations wishing to receive financial support for eligible activities in accordance with Chapter 351 of the Texas Tax Code, as amended, and Section 10.03.005 of the Cedar Park Code of Ordinances, as amended. Approved project and program expenditures will be eligible for reimbursement from the HOT revenue collected.

The Board may accept applications from eligible applicants for events, activities and projects to enhance tourism in Cedar Park. Under state law HOT revenue may be used only to directly promote tourism and the convention and hotel industry and must comply with eligible activity categories as set forth in state statute.

Historic Preservation Subcommittee

Pursuant to Chapter 10, Article 10.05.002 of the Cedar Park Code of Ordinances, as amended, the Board shall establish a Historic Preservation Subcommittee consisting of three (3) board members which reside within the City limits. This Subcommittee shall be tasked with identifying and recommending historic preservation projects to generate tourism within the City, make recommendations regarding the bestowal of historic designations and certifications of appropriateness, and other tasks related to the promotion and preservation of the City’s historic assets.

The Historic Preservation Subcommittee shall adopt Rules of Procedure appropriate for the performance of its duties and shall present said Rules of Procedure to the Board and City Council for approval and ratification in accordance with Rule 1.9 of the Rules of Procedure for the Tourism Advisory Board.