

**RULES OF PROCEDURE FOR THE CEDAR PARK  
ECONOMIC DEVELOPMENT  
SALES TAX CORPORATION (TYPE A)**

Rule 1.1 Regular Meetings. Regular meetings of the Board of Directors of the Cedar Park Economic Development Corporation (“Type A Board” or “Board”) will be held on the third Monday of each calendar month, except as specifically modified by the Board and will generally commence at 6:30 p.m. Regular meetings of the Board may be held at such other times as may be necessary or beneficial. 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 President or, in their absence, the Vice President. 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 on such dates and at such times as needed. Such 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 regular 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 President (a) determines that an irresolvable scheduling conflict exists in the use of the Cedar Park City Council Chambers and (b) promptly notifies the Board members of the 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 or staff designee 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 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 Board shall ensure that any policy directive initiated by the Board is reported to and approved by the City Council before issuance of any such policy directive.

Rule 1.8 Rules of 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 1.9 Attendance. A Board member shall be deemed to have resigned if the Board member fails to attend either: a) three (3) consecutive; or b) more than fifty percent (50%) of all Board meetings during a 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 President or, in their absence, the Vice President is responsible for working with staff in preparing or ensuring the preparation of the Agenda for each meeting or work session. The Economic Development Director (“EDD”) shall prepare the initial draft agenda and submit it to the President for approval no later than seven (7) days before the next meeting. Except for Board member requests, the President may add, change or delete items on the proposed agenda and submit the final agenda to the EDD no later than five (5) days before the next meeting, failing which the initial agenda shall become the final agenda and posted accordingly.

Rule 2.2 Agenda Categories for Type A 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. Reports;
- e. Consent Agenda;
- f. Discussions and Possible Action;
- g. Executive Session;
- h. Possible Action on Executive Session Matters;
- 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 Board Member. A request for removal from the Consent Agenda may be made (a) in writing directed to the President; or (b) verbally during the Board’s 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 at 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 Board member’s name on each occasion at which the item appears on the Agenda. A Board member may request the placement of any item on the Agenda (a) during Board members’ Opening Comments or Board members’ and Staff Closing Comments; or (b) in writing directed to the President and the staff liaison.

Rule 2.5 Public Availability of Agenda. The Board Agenda and a copy of the packet

distributed to the Board prior to a regular meeting or special meeting 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 President, Vice President, Secretary, and Treasurer. 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 more than two (2) consecutive terms serving the same office, unless such officer is a Corporation or City employee, in which case the officer is not subject to term limits. 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.

Rule 3.2 Chair. The President or, in their absence, the Vice President shall preside over and conduct all Board meetings. In the absence of both the President and Vice President, the Board shall, by majority vote of those present, determine which member shall preside over and conduct the meeting.

Rule 3.3 Secretary. If the Secretary is unable to attend any meetings, the President or Vice President may appoint an acting Secretary for the purposes of such meeting.

Rule 3.4 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 3.5 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 3.6 Presentation by Prospect or Applicant. A Prospect or Applicant for assistance from the Economic Development Corporation shall be prepared to make a presentation to or answer any questions from the Board before consideration of a possible action item on such request for assistance. Unless modified by the Board, such presentation shall follow any presentation by the City staff.

Rule 3.7 Presentation by 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 3.8 Public Presentation. During any public hearing on any matter before the Board, and after any presentation by the Applicant, or his/her agent, the 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 3.9 Citizen Communication. Any member of the public who desires to address the 4A 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 3.10 Registration. The registration referred to in Rules 3.8 and 3.9 shall include the following information: (a) full name; (b) business or residential address; (c) business or residential phone number; (d) representation; (e) Agenda item or topic; and (f) brief statement of position [e.g. for or against item or summary of communication].

Rule 3.11 Expansion of Time for Public Presentation and Citizen Communication. The Chair may expand the time limit set forth in Rules 3.8 and 3.9 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 members' 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 3.12 Time Keeper. City staff shall serve as time keeper for any public presentation made to the Board.

Rule 3.13 Repetitive Presentations. The Chair may deny any presenter the opportunity to address the Board if the presentation made or offered is repetitive or a presentation previously made.

Rule 3.14 Commission Vote. The Secretary or their assignee shall maintain, and the minutes shall reflect, the votes made by the Board in open meetings. All votes shall be by voice vote or show of hands. In the case of a split vote and if requested by City staff or any Board member, each member shall individually announce their vote.

Rule 3.15 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 26<sup>th</sup> day of July, 2018.