

# **HARRIS COUNTY FLOOD CONTROL TASK FORCE**

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## **BYLAWS**

### **ARTICLE I** **Name and Office**

The name of this organization shall be Harris County Flood Control Task Force, herein called "the Task Force."

The office of the Task Force shall be located at 9900 Northwest Freeway, Houston, Texas 77092.

### **ARTICLE II** **Objectives**

The objectives of the Task Force shall be:

- First: To advise and recommend to the Harris County government policies and programs to adequately protect homes and businesses from the hazards of flooding and facilitate economic development, while at the same time conserving and wisely using the God-given resources we have for the present and future enjoyment of our citizens.
- Second: To create a method whereby the Task Force can best address itself to short term and long range questions.
- Third: To report to the Harris County Commissioners Court as soon as recommendations are complete on each subject of inquiry.

### **ARTICLE III** **Membership**

#### *Section 1:*

The Task force shall consist of those persons designated as members from time to time by the Commissioners Court of Harris County. Until such membership is changed by the Commissioners Court of Harris County, the Task Force shall consist of 31 voting members and 5 non-voting members of the Advisory Group.

#### *Section 2:*

Members shall hold their appointment to the Task Force at the pleasure of, and can be removed from membership by, the Commissioners Court of Harris County.

*Section 3:*

Resignation by a member or inability of a member to serve on the Task Force shall be reported by the Chairman of the Task Force to the County Judge of Harris County, naming the organization which originally designated such member, and requesting the County Judge to cause the designation of a replacement or to advise the Chairman that no replacement will be designated.

**ARTICLE IV**  
**Meetings**

*Section 1:*

Regular meetings of the Task Force shall be held on the fourth Monday of the months of January, April, July and October at 2:00 p.m. at the Flood Control District Offices, 9900 Northwest Freeway, Houston, Texas 77092, or at such other time and place as shall be determined by resolution of the Task Force. Special meetings of the Task Force may be held at such times and places as are designated by the Chairman or by any six members in written notice to all members, mailed or delivered at least seven days (excluding the date of the meeting) prior to such special meeting, stating the purposes and actions for which such meeting is called. No business other than that specified in the notice of a special meeting shall be considered at such special meeting.

*Section 2:*

A quorum for the conduct of a meeting of the Task Force shall consist of a majority of the full membership of the Task Force, represented by members appearing at the meeting in person or by proxy; provided that at least one of the officers (Chairman, Vice-Chairman or Recording Secretary) is present in person. Designation of a proxy by a member shall be evidenced by written communication, delivered by the member designating the proxy to the Chairman or other presiding officer, prior to or at the meeting.

*Section 3:*

A "public policy resolution" is any resolution proposing or involving the publication of a Task Force policy position or recommendation.

A public policy resolution may be voted upon by the Task Force if any of the following three procedures have been followed:

- A. A proposed public policy resolution has been included in a meeting agenda mailed by the Chairman or the Secretary to the Task Force members not less than ten days (excluding the date of the meeting) in advance of the meeting; or
- B. The Chairman or Secretary announces at a regular meeting of the Task Force that all members of the Task Force were notified in person or by telephone at least 24 hours prior to such meeting that such public policy resolution will be considered at such meeting; or
- C. If, in the absence of notice in advance of the meeting as provided for in subparagraphs (A) and (B), a majority of the members of the Task Force attending a regular meeting in person or by proxy vote in favor of adoption of

a proposed public policy resolution, the Secretary will use reasonable efforts, during a period of 72 hours following such meeting, to notify each non-attending member (including a member whose proxy did not vote in favor of the resolution) of the proposed public policy statement. If those Task Force members who the Secretary is unable to contact during said 72-hour period and those who vote against or vote to table the resolution total at least one-third of the membership of the Task Force, the resolution will be considered as having been tabled.

Upon a tabling motion of any member, duly seconded and supported by the vote of one-third of the members present or in person or by proxy, or upon tabling of a motion in the manner provided for in subparagraph (3) above, the motion to adopt a public policy resolution shall be postponed until the next succeeding regular meeting of the Task Force or special meeting called for the purpose of considering such public policy resolution. Deferral of consideration of a motion to adopt a public policy resolution in the manner prescribed in the next preceding sentence may occur only once with respect to the same public policy resolution and, thereafter, deferral of consideration of any such resolution, duly made and seconded, must be upon the vote of the majority of the members present or by proxy.

Adoption of a public policy resolution shall require the favorable vote of a majority of the members of the Task Force voting in person or by proxy. When a public policy resolution has been adopted by the Task Force, the Chairman shall report such action to the County Judge.

## **ARTICLE V** **Officers**

### *Section 1:*

The officers of the Task Force shall be:

Chairman  
Vice Chairman  
Recording Secretary  
Parliamentarian

### *Section 2:*

The duties of the officers shall be:

**Chairman** - When authorized by the Harris County Commissioners Court, the Chairman shall be the official spokesperson of the Task Force in any public statements. He or she shall preside at all meetings of the Task Force, appoint members to standing and special committees, issue calls for special meetings of the Task Force, look to the general welfare of the Task Force, and perform all other duties pertaining to the office.

**Vice-Chairman** - The Vice-Chairman shall, in the absence of the Chairman, preside at Task Force meetings and perform the duties of the Chairman in the administration of affairs of the Task Force. In case of resignation or death of the Chairman, the Vice-Chairman shall serve as Chairman until a successor is elected.

Recording Secretary - The Recording Secretary shall keep a record of the business proceedings of the Task Force, noting all actions taken, shall notify officers, committees and all others elected or appointed and shall furnish committees with papers referred to them. The Recording Secretary shall keep and when required, shall call the roll, and shall keep a list of all committees and a list of the standing and special rules as well as copies of the Bylaws. In the absence of the Chairman and Vice-Chairman, the Recording Secretary shall call Task Force meetings to order and proceed with the election of a Chairman pro tem. The Recording Secretary shall have charge of all papers and records of the Task Force and at the close of his or her term of office shall turn the same over to his or her successor.

Parliamentarian - The Parliamentarian shall attend all meetings of the Task Force and, upon request of the Chairman, shall attend committee meetings. All matters of parliamentary procedure arising during any meeting attended by the Parliamentarian shall be governed by decisions of the Parliamentarian.

*Section 3:*

Officers shall be elected annually at the regular Task Force meeting in the month of April, or at the next succeeding regular meeting if no meeting is held during April. A nominating committee of three members shall be elected at the regular Task Force meeting in the month of January, or shall be appointed by the Chairman during the month of January if a quorum is not present for a meeting during said month or if a nominating committee is not elected by the Task Force. The nominating committee shall report its nominations at the regular Task Force meeting in the month of April or the next succeeding regular Task Force meeting. Nominations, in addition to the nominating committee nominations, may be made at the time of election of officers. In the event of two or more nominations for the same office, election shall be by written ballot and the person receiving a plurality of votes shall be elected.

*Section 4:*

Any officer may resign as an officer at any time by giving written notice thereof to the Chairman or Recording Secretary. A vacancy in any office shall be filled for the unexpired portion of the term by election at the first regular meeting of the Task Force occurring after the vacancy occurs.

## **ARTICLE VI** **Committees**

*Section 1:*

The Chairman shall appoint members to the standing committees of the Task Force.

*Section 2:*

Appointments to special Task Force committees may be made from time to time by the Chairman as he or she deems necessary and appropriate to carry out the purposes and administration of the business of the Task Force.

**ARTICLE VII**  
**Parliamentary Authority**

Robert's Rules of Order (Revised) shall govern the proceedings of the Task Force, except in cases as are covered by the Bylaws and special rules adopted by the Task Force.

**ARTICLE VIII**  
**Amendment to Bylaws**

These Bylaws may be amended by vote of a majority of the members of the Task Force voting in person or by proxy at any regular or special meeting of the Task Force, provided that the proposed amendment is included in the agenda of a regular meeting or the notice of a special meeting.

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