

ORDINANCE NO. 2026-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUDA, TEXAS AMENDING ARTICLE 1.02, BOARDS, COMMISSIONS, COMMITTEES; Subsection §1.02.003 (a) PROCEDURES, AMENDING THE UNIFORM SELECTION MONTH FOR ALL BOARDS, COMMISSIONS, COMMITTEES, AND DIVISION 2, SECTION §1.02.033, DIVISION 3 §1.02.075, DIVISION 4 §1.02.103, DIVISION 5 1.02.123, DIVISION 6 §1.02.143, DIVISION 7 §1.02.163, DIVISION 8 §1.02.183, DIVISION 9 §1.02.203, DIVISION 10 §1.02.303, AND DIVISION 11 §1.02.403 RELATED TO OFFICERS; RULES; MEETINGS; QUORUM; RECORD; CONFLICT OF INTEREST, PROVIDING FOR THE PROVISION REGARDING THE ELECTION OF OFFICERS, SETTING THE NUMBER OF TERMS FOR SAID POSITIONS FOR EACH BOARD/COMMISSION AND TO DESIGNATE EX-OFFICIO MEMBERS FOR THE HISTORIC PRESERVATION COMMISSION & PLANNING & ZONING COMMISSION; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council encourages all Buda Citizens to participate in their local government and seeks the most qualified candidates for appointed positions; and

WHEREAS, the City Council has determined that the development and establishment of an appointment process for appointments on the City's boards and commissions will assist the City Council and staff involved in the appointment process with consistent procedures and standards when seeking candidate appointments by the City Council; and

WHEREAS, the City Council wishes to amend certain sections of the ordinance to clarify the uniform appointment month applying to all boards and commissions, designating the selection and election of the chairman to the City Council, and designating ex-officio members to certain boards; and

WHEREAS, this ordinance was passed and approved at a meeting of the City Council of the City of Buda held in compliance with the Texas Open Meetings Act at which a quorum of the City Council Members were present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BUDA, TEXAS, THAT:

Section 1. Article 1.02, *Boards, Commissions and Committees*, is hereby amended in its entirety as follows:

**DIVISION 1
Generally**

§ 1.02.003. Procedures.

- (a) It is hereby declared to be the policy of the city to provide for consistent procedures and standards when appointing board, commission, and committee

members. Current ordinances and bylaws governing appointments to boards and commissions of the city shall be amended in such a manner so that the appointments shall be effective on one uniform month each year in May.

(b) The city council may establish rules or written policies that:

- (1) Better advertise and improve citizen interest in serving on a board, commission, or committee;
- (2) Make city council aware of member vacancies and new members aware of board, commission, or committee roles;
- (3) Enable staff to work efficiently in filling appointments; and
- (4) As necessary for the orderly conduct of its appointments, subject to approval by the city council.

(Ordinance 2016-20, sec. 1, adopted 10/11/16)

Section 2. Article 1.02, *Boards, Commissions and Committees*, § 1.02.033. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 2

Zoning Board of Adjustment and Appeals

§ 1.02.033. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) All cases before the board must be heard by at least 75% of the members. The concurring vote of 75% of the members of the board is necessary to:
- (1) Reverse an order, requirement, decision or determination of an administrative official;
 - (2) Decide in favor of an applicant on a matter on which the board is required to pass under a zoning ordinance or issue; or
 - (3) Authorize a variation from the terms of a zoning ordinance or issue.

In all other cases, a simple majority of the members present at an official meeting is necessary to approve a matter.

- (b) The board shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed, therefore elected, annually by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board.
- (c) The chairperson shall preside over the board and shall have the right to vote on all items before the board. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.

- (d) The city manager or his or her designee shall be an ex officio member of the board.
- (e) The board, by majority vote, may adopt rules or bylaws in accordance with this division and the requirements of the Local Government Code as necessary for the orderly conduct of its business, subject to approval by the city council.
- (f) The board shall meet upon the call of the presiding officer and at other times as determined by the board rules. The presiding officer or acting presiding officer may administer oaths and compel attendance of witnesses. All meetings of the board shall comply with the Texas Open Meetings Act.
- (g) The board shall keep minutes of its proceedings and indicate the vote of each member on each question or the fact that a member is absent or abstains. The board shall keep records of its examinations and other official actions. The minutes and records shall be filed with the city secretary and its records are public records.
- (h) A board member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A board member having any potential conflict of interest on any policy, decision, or determination before the board shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the board member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the board's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.
- (j) When there will be an absence of one or more members at a scheduled board meeting, alternate members may serve when requested to do so by the mayor, city manager or his or her designee, or presiding officer or acting presiding officer.

(Ordinance 2013-21, sec. 1, adopted 8/20/13; Ordinance 2018-05, sec. 2, adopted 4/3/18)

Section 3. Article 1.02, *Boards, Commissions and Committees*, § 1.02.075. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 3
Historic Preservation Commission

§ 1.02.075. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The board shall have a chairperson and a vice-chairperson elected from its membership to serve for a one-year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.
- (b) The chairperson shall preside over the commission and shall have the right to vote on all items before the commission. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) A city councilmember, the city manager, or his or her designee shall be an ex officio member of the board.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest, as defined by this code or state law, on any policy, decision, or determination before the commission shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2013-21, sec. 1, adopted 8/20/13; Ordinance 2016-20, sec. 3, adopted 10/11/16)

Section 4. Article 1.02, *Boards, Commissions and Committees*, § 1.02.103. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 4
Planning and Zoning Commission

§ 1.02.103. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one-year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the commission. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.
- (b) The chairperson shall preside over the commission and shall have the right to vote on all items before the commission. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) A city councilmember, the city manager, or his or her designee shall be an ex officio member of the board.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the commission shall disclose to each of the

other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2013-21, sec. 1, adopted 8/20/13; Ordinance 2016-20, sec. 4, adopted 10/11/16)

Section 5. Article 1.02, *Boards, Commissions and Committees*, § 1.02.123. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 5
Construction Board of Appeals

§ 1.02.123. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. . If the board wishes to appoint an officer residing outside of the city limits, then the board must request city council approve such appointment.
- (b) The chairperson shall preside over the board and shall have the right to vote on all items before the board. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the board.
- (d) The board may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The board shall meet upon the call of the presiding officer and at other times as determined by the board rules. The presiding officer or acting presiding officer may administer oaths and compel attendance of witnesses. All meetings of the board shall comply with the Texas Open Meetings Act.
- (f) A quorum of the board shall be required to open meetings, conduct business and take action on any agenda items. A quorum shall consist of a majority of the members of the board except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The board shall keep minutes of its proceedings and indicate the vote of each member on each question or the fact that a member is absent or abstains. The

board shall keep records of its examinations and other official actions. The minutes and records shall be filed with the city secretary and its records are public records.

- (h) A board member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A board member having any potential conflict of interest on any policy, decision, or determination before the commission shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in this code.
- (j) When there will be an absence of one or more members at a scheduled board meeting, alternate members may serve when requested to do so by the mayor, city manager or his or her designee, or presiding officer or acting presiding officer.

(Ordinance 2013-21, sec. 1, adopted 8/20/13)

§ 1.02.126. through § 1.02.140. (Reserved)

Section 6. Article 1.02, *Boards, Commissions and Committees*, § 1.02.143. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

**DIVISION 6
Sustainability Commission**

§ 1.02.143. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.
- (b) The chairperson shall preside over the commission and shall have the right to vote on all items before the commission. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.

- (c) The city manager or his or her designee shall be an ex officio member of the commission.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the commission shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2016-19 adopted 9/20/16)

Section 7. Article 1.02, *Boards, Commissions and Committees*, § 1.02.163. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 7
Library Commission

§ 1.02.163. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually.

by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.

- (b) The chairperson shall preside over the commission and shall have the right to vote on all items before the commission. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the commission.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the commission shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2016-20 adopted 10/11/16)

Section 8. Article 1.02, *Boards, Commissions and Committees*, § 1.02.183. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 8
Parks and Recreation Commission

§ 1.02.183. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.
- (b) The chairperson shall preside over the commission and shall have the right to vote on all items before the commission. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the commission.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to open meetings act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the commission shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2016-20 adopted 10/11/16)

Section 9. Article 1.02, *Boards, Commissions and Committees*, § 1.02.203. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 9
Main Street Advisory Board

§ 1.02.203. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the board wishes to appoint an officer residing outside of the city limits, then the board must request city council approve such appointment.
- (b) The chairperson shall preside over the board and shall have the right to vote on all items before the board. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the board.
- (d) The board may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The board shall meet at least monthly, if there is business at hand, at a time and place established by the board. Special meetings may be called by the chairperson or interim chairperson of the board, city manager or his or her designee or upon the request of any three (3) board members. All meetings of the board shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the board except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The board shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings, and actions.
- (h) A board member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A board member having any potential conflict of interest on any policy, decision, or determination before the board shall disclose to each of the other members

the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the board member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the board's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2017-01 adopted 1/3/17)

Section 10. Article 1.02, *Boards, Commissions and Committees*, § 1.02.303. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 10
Arts Commission

§ 1.02.303. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request city council approve such appointment.
- (b) The chairperson shall preside over the board and shall have the right to vote on all items before the board. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the commission.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.
- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the

public, of its resolutions, proceedings and actions.

- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the board shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2022-11 adopted 5/3/22)

§ 1.02.305. through § 1.02.400. (Reserved)

Section 11. Article 1.02, *Boards, Commissions and Committees*, § 1.02.403. Officers; rules; meetings; quorum; record; conflict of interest, is hereby amended in its entirety as follows:

DIVISION 11
Commission on Aging

§ 1.02.403. Officers; rules; meetings; quorum; record; conflict of interest.

- (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed annually, therefore elected, by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board. If the commission wishes to appoint an officer residing outside of the city limits, then the commission must request the city council approve such an appointment.
- (b) The chairperson shall preside over the board and shall have the right to vote on all items before the board. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available for any reason.
- (c) The city manager or his or her designee shall be an ex officio member of the commission.
- (d) The commission may establish rules or bylaws as necessary for the orderly conduct of its business, subject to approval by the city council.

- (e) The commission shall meet at least monthly, if there is business at hand, at a time and place established by the commission. Special meetings may be called by the chairperson or interim chairperson of the commission, city manager or his or her designee or upon the request of any three (3) commission members. All meetings of the commission shall be open to the public and shall conform with the Texas Open Meetings Act, section 551 of the Government Code.
- (f) A quorum shall consist of a majority of the members of the commission except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- (g) The commission shall keep a record, which shall be reasonably available to the public, of its resolutions, proceedings and actions.
- (h) A commission member shall be required to complete any state-mandated training, to include but not limited to Open Meetings Act training, within ninety (90) days after appointment. Any training expenses incurred by the member may be eligible for reimbursement by the city subject to the city's travel and training policy.
- (i) A commission member having any potential conflict of interest on any policy, decision, or determination before the board shall disclose to each of the other members the nature of his or her potential conflict and shall abstain from voting on such policy, decision or determination. In the event that the commission member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the commission's minutes. Intentional or knowing failure to disclose a conflict of interest shall be governed under the general penalty section as set forth in section 1.01.009 of this code.

(Ordinance 2023-25 adopted 11/28/2023)

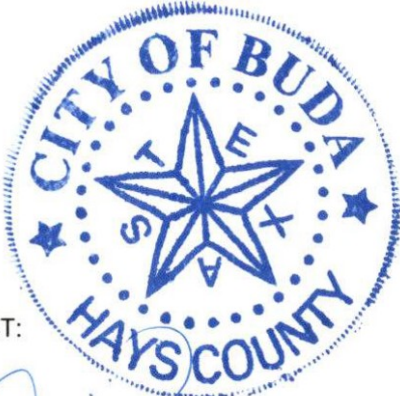
Section 7. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 8. Passage. Pursuant to Section 3.11(A) of the City Charter, if the Council determines that the first reading of this ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance is passed by a the affirmative vote of four or more members of the City council, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon second reading.

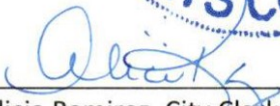
Section 9. Effective Date. Pursuant to Section 3.11(D) of the City Charter, this ordinance is effective upon adoption, except that every ordinance imposing any penalty, fine or forfeiture shall become effective only after having been published once in its entirety, or a caption that summarizes the purpose of the ordinance and the penalty for violating the ordinance in a newspaper designated as the

official newspaper of the City. An ordinance required by the Charter to be published shall take effect when the publication requirement is satisfied.

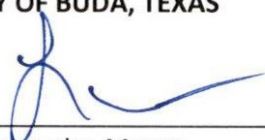
PASSED, APPROVED, AND ADOPTED on first and final reading by an affirmative vote of the City Council of the City of Buda, this 24th day of March, 2026.



ATTEST:


Alicia Ramirez, City Clerk

THE CITY OF BUDA, TEXAS


Lee Urbanovsky, Mayor

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