

**AMENDED AND RESTATED  
ISLAND STRATEGIC ACTION COMMITTEE  
BYLAWS**

**I. PURPOSE OF THE ISLAND STRATEGIC ACTION COMMITTEE.**

- A. The Island Strategic Action Committee was created to advise the mayor and city council on development and implementation of the Mustang-Padre Island Area Development Plan.

**II. DUTIES OF ISLAND STRATEGIC ACTION COMMITTEE.**

A. The Island Strategic Action Committee shall develop specific strategies for implementing the Mustang-Padre Island Area Development Plan with particular timelines to implement the respective strategies and determine which agency or individual is responsible for implementing specific projects or programs.

B. The highest priority projects for the Island Strategic Action Committee include, but are not limited to:

1. Recommending appropriate Mustang-Padre Island Area Development Plan projects for inclusion in the next City Bond Program.
2. Recommending implementing sustainable new or additional funding sources for the Mustang-Padre Island Area, i.e., tax increment reinvestment zones, public improvement districts, municipal management districts, or other mechanisms to fund projects.
3. Providing annual input into the City's Capital Improvements Program.
4. Recommending State legislation pertaining to island concerns.

**III. ORGANIZATION**

A. **Membership.** The Island Strategic Action Committee is composed of fourteen (14) members appointed by the City Council. The membership includes the following preferred, but not required, categories:

1. A member of the Padre Isles Property Owners Association
2. A residential property owner who owns property and resides on Mustang or Padre Island.
3. A commercial property owner who owns property and operates a business on Mustang or Padre Island.
4. A developer of property on Mustang or Padre Island.
5. A member of the Padre Island Business Association.

6. An architect or professional engineer who works on projects on Mustang or Padre Islands.
7. A realtor who primarily represents buyers or sellers of property on Mustang or Padre Islands.
8. A construction contractor who primarily works on projects on Mustang or Padre Islands.
9. A representative of an environmental group.
10. At-large representatives who are residents of the City.
11. The Assistant City Manager, Development Services Director, and Director of Economic Development serve as ex-officio committee members without vote.
12. The following organizations may appoint a representative to serve as an ex-officio advisory member of the action committee without a vote:
  - a. Planning Commission.
  - b. Watershore and Beach Advisory Committee.
  - c. Parks and Recreation Advisory Committee.
  - d. Nueces County.
  - e. Nueces County Water Control and Improvement District No. 4.
  - f. Corpus Christi Convention and Visitors Bureau.
13. Not less than twelve (12) members must reside or own property on Mustang or Padre Island. One (1) of the at large representatives may, but is not required to, reside on Mustang or Padre Island.

**B. Committee Chair.** The Chairs of the Committee consist of a Chair and a Vice-Chair. The committee shall elect a Chair and Vice-Chair from among its membership each year at the December meeting or as near to it as practical. A Chair may be removed from office by 2/3's vote of the members at the meeting. In the event the Chair resigns, or that office becomes vacant, the Vice-Chair shall act as Chair until an election can be held at the next regular meeting of the committee for the election of a new Chair and Vice-Chair, if required, by a majority vote. In the event the Vice-Chair resigns, or that office becomes vacant, an election can be held at the next regular meeting of the committee for the election of a new Vice-Chair by a majority vote.

### **C. Duties Of the Chair.**

1. The Chair presides at all meetings, maintain order at all times, rules on points of procedure, and dispenses the Business of the committee in a just and orderly manner. The Chair may question people appearing before the committee and request other committee members to ask any questions that may assist the committee in arriving at a consensus.
2. The Vice-Chair presides in the absence of the Chair and must fulfill all the Chair's duties.

### **D. Subcommittees.**

1. The Chair of the ISAC Committee, with the approval of the committee, may establish subcommittees as needed or appropriate to assist the committee in the performance of its duties.
2. The Chair of the ISAC Committee may appoint a Chair of the subcommittee. The Chair of the Subcommittee may appoint members to the subcommittee. The subcommittee may include members who are not members of the ISAC.

## **III. MEETINGS**

### **A. Time And Place.**

1. The committee shall meet as frequently as necessary to perform its function effectively but not less frequently than once each quarter.
2. Regular meetings will be held on the First Tuesday of the month at 5:30 pm or an alternate time and date as specified by the Chair.
3. Special Meetings may be called by the Chair or a majority of the committee.

### **B. Quorums.**

1. A majority of the committee's voting members constitute the committee's quorum for all meetings.
2. A majority of any subcommittee constitutes a quorum for meetings of the subcommittee.
3. Members shall not hold unscheduled meetings comprised of eight (quorum) or more members. However, a social gathering in which a quorum is present shall not constitute an unscheduled or illegal meeting, providing no ISAC business is discussed. Examples are a fundraising event, Christmas party, ribbon cutting, etc.

**C. Compliance with Texas Open Meetings Act.** All Island Strategic Action Committee meetings must be open to the public and posted under the Texas Open Meetings Act, Chapter 551, Texas Government Code. ~~Meetings of the committee~~

#### **IV. CONDUCT OF MEETINGS**

**A. Rules Of Procedure.** The Island Strategic Action Committee adopts as its rules of procedure the procedures for conducting meetings, which are incorporated into these bylaws. These procedures govern the committee's business proceedings whenever they do not conflict with the other sections of these bylaws.

##### **B. Agenda.**

1. Prior to each regular meeting, the Chair must prepare an agenda with the assistance of the city staff liaison listing all matters that will be considered at the meeting.

2. Committee members may provide the Chair with suggestions for items to be placed on an agenda, but the Chair reserves the right to approve the final agenda after consulting and receiving input from the City's Staff Liaison. Should it be determined by the committee that there is insufficient information for a proper decision on a matter on the agenda, the matter may be postponed to the next meeting by a majority vote, such motion stating the date of the next meeting.

**C. Participation by Members of the Public.** During Committee meetings, no person other than a committee member may be heard on any matter coming before the committee unless invited to speak by the Chair. Then, the person must speak so as to be heard distinctly by the committee, giving the person's name and address. The preceding sentence does not apply to answers given by persons present and responding to specific questions by a committee member.

##### **D. Voting Procedure.**

1. After hearing from the proponents and opponents, the committee may discuss a matter on the agenda.

2. The Chair shall recognize individual Members desiring to speak in order to facilitate discussion.

3. A discussion on the question shall follow once a motion has been made and seconded.

4. After all discussion has been heard and objections have been resolved, the Chair will ask for a vote.

5. The Staff Liaison shall call the roll, with each member answering "yea," "nay," "abstain," or "not voting." If a member states, "not voting," then the member shall make a statement regarding the member's reason for not voting.

6. On completion of the roll call, the Staff Liaison must announce the results and effect of the motion.

7. Upon the failure of a motion, the Chair or a Member may call for alternative motions relating to the matter.

**E. Reconsideration.** A member on the prevailing side may change the person's vote and move to reconsider the question. If the motion is seconded, the matter must be placed on the agenda for the next meeting, and a vote must be taken at that next meeting on whether the matter is reconsidered. If a majority vote adopts the motion to reconsider, the original question will be put before the committee for further action.

**F. Conflicts of Interest.** When a member concludes that a matter before the committee involves or could involve a conflict of interest on the member's part, the member's voting might not be in the public's interest; the member may excuse himself from discussion and state "not voting." The member may also excuse himself without conflict of interest by choosing to abstain from voting in accordance with the member's best judgment.

**G. Abstention.** Members may also abstain if absent from the meeting during the public hearing or the discussion. Furthermore, members must not leave the meeting table to discuss pending matters with audience members. Members of the audience shall not discuss matters with individual Committee members during the meeting.

## **V. SUBCOMMITTEE PROCEDURES**

A subcommittee may conduct meetings on any matter referred to the subcommittee by the committee. A subcommittee may present a written report to the committee. When the subcommittee held a public hearing, a summary of the hearing must accompany the subcommittee's report. Subcommittee reports must be part of the minutes of the committee proceedings.

## **VI. ORDER OF BUSINESS**

The following shall be the order of Business conducted at every meeting, regular or special:

A. Roll call and determination of the presence of a quorum.

B. Public Comment: Members of the audience shall have (3) minutes to address the committee to comment on relevant issues. The committee shall then receive

requests from the City of Corpus Christi and city departments and members of the public for action by the committee. Any person will have three (3) minutes to address the committee. The Chair may assign such requests to one or more subcommittees for consideration. At the Chairman's discretion, the time to address the committee may be extended longer than three (3) minutes.

C. The Minutes from the preceding meeting shall be approved or corrected and subsequently voted on by the committee. A vote by the majority of the committee shall constitute the minutes' acceptance.

D. The committee shall consider action regarding members' absences from meetings.

E. Unfinished Business and possible action with reports from subcommittees, City Officials, City Departments, and Ex-Officio members.

F. New Business for discussion and possible action with reports from subcommittees where applicable.

G. Future Agenda Items.

H. Adjourn

## **VII. ETHICS AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

**A. Declaration of Policy.** It is hereby declared to be the committee's policy that the appointment to membership to the committee and its subcommittees is a distinct honor and trust. It is the obligation of an appointee to serve their community in the capacity of a member of the committee or its subcommittees by regular attendance and participation in the proceedings of the respective body.

### **B. Attendance at Meetings Required, Absence from Meetings.**

1. All committee members shall be obligated to attend all the committee's or its subcommittees' regular meetings.

2. In the event a member of a subcommittee has unexcused absences for three (3) consecutive regular meetings, the member automatically ceases to be a qualified member of such subcommittee. The Staff Liaison shall certify the fact immediately to the entity that appointed the member and request that the entity fill the vacancy by prompt appointment or reappointment of the member.

3. Unexcused absences from more than 25% of regularly scheduled meetings during a term year on the part of any member results in an automatic removal, creating a vacancy. The Staff Liaison must promptly report to the entity that appointed the member and request that the entity fill the vacancy by prompt appointment or reappointment of the member.

4. Members who are absent from meetings may request and the committee may excuse said absences at the first meeting following the absence.

**C. Members Claiming Interest in Matters Under Consideration By Body.**

1. It is the policy of the committee that the committee and its subcommittees must be free of influence of any personal financial interest. Therefore, no member having a personal financial interest in a matter under consideration by the committee or its subcommittees may be present during the taking of action by the committee or its subcommittees. A member with a personal interest may not vote on the matter under consideration.
2. Any member having any personal financial interest in a matter before the committee or its subcommittees shall not be prevented from presenting facts or arguments as a public member.
3. If the final action of the committee or a subcommittee is postponed, tabled, or otherwise temporarily disposed of, the interested member or members may return to consider other pending matters before the respective body.
4. When a member is called upon to voice opinions at public or private functions, the member must indicate whether the member is speaking for the individual or representing the committee.

**VIII. AMENDMENTS.**

These bylaws may be amended by a majority vote at a regular or called meeting. The agenda of the meeting must contain a copy of the proposed amendment.

These bylaws, as amended and restated, were approved and accepted by the committee on \_\_\_\_\_, 2024.

\_\_\_\_\_

Committee Chairman

Date: \_\_\_\_\_

\_\_\_\_\_

Staff Liaison

Date: \_\_\_\_\_