

North Central Texas Council of Governments

1601 Campus Drive, Hurst, TX 76054

GENERAL ASSEMBLY AGENDA

Friday, June 20, 2014

12:01 PM

Executive Board

_____ Stephen Terrell	_____ Vonciel Jones Hill	_____ Toni Rose
_____ Kathryn Wilemon	_____ Clay Jenkins	_____ Daniel Scarth
_____ John Horn	_____ Marcus Knight	_____ Keith Self
_____ Bobbie Mitchell	_____ A.J. Mathieu	_____ Lissa Smith
	_____ Larry Marshall	_____ Glen Whitley

Staff

_____ Mike Eastland	_____ Michael Morris	_____ Edith Marvin
_____ Monte Mercer	_____ David Setzer	_____ Lucille Johnson
_____ Tim Barbee	_____ Molly Thoerner	_____ Stephanie Cecil

SESSION

Call to order time: _____
Pledges

ACTION:

Motion/ Second	Item #	Name of Item
_____/____	1.	Election of 2014 – 2015 Executive Board
_____/____	2.	Recommended NCTCOG Bylaw Amendment Discussion and Vote

Adjournment: _____

Nominating Committee Report to the General Assembly

North Central Texas Council of Governments

for election to NCTCOG's 2014-2015 Executive Board:

for **President** **Kathryn Wilemon**, Mayor Pro Tem, Arlington
for **Vice President** **John Horn**, County Judge, Hunt County
for **Secretary-Treasurer** **Daniel L. Scarth**, Mayor Pro Tem, City of Fort Worth
for **Past President** **Steve Terrell**, Mayor, Allen
for **Director** **Clay Jenkins**, County Judge, Dallas County
for **Director** **B. Glen Whitley**, County Judge, Tarrant County
for **Director** **Vonciel Jones Hill**, Councilmember, Dallas
for **Director** **Keith Self**, County Judge, Collin County
for **Director** **Dr. Larry Marshall**, Councilmember, City of Benbrook
for **Director** **Laura Maczka**, Mayor, City of Richardson
for **Director** **Tom Lombard**, Councilmember, North Richland Hills
for **Director** **Laura Wheat**, Mayor, Town of Westlake
for **Director** **Kevin Strength**, Mayor, City of Waxahachie
The Honorable State Representative **Toni Rose**, Ex Officio Member

Submitted by the Nominating Committee:

Steve Terrell

Mayor, Allen
2013-14 NCTCOG President

Bobbie Mitchell

Commissioner, Denton County
2012-13 NCTCOG President

B. Glen Whitley

County Judge, Tarrant County
2010-11 NCTCOG President

Bobby Waddle

Former Mayor, DeSoto
2009-10 NCTCOG President

John Murphy

Former Councilmember, Richardson
2008-09 NCTCOG President

Chad Adams

Former County Judge, Ellis County
2007-08 NCTCOG President

T. Oscar Trevino, Jr.

Mayor, North Richland Hills
2006-07 NCTCOG President

Bob Phelps

Former Mayor, Farmers Branch
2004-05 NCTCOG President

Mike Cantrell

Commissioner, Dallas County
2001-02 NCTCOG President

Mary Poss

Former Acting Mayor, Dallas
2000-2001 NCTCOG President

Ron Harris

Former County Judge, Collin County
1999-2000 NCTCOG President

Elzie Odum

Former Mayor, Arlington
1997-98 NCTCOG President

Gary Slagle

Former Mayor, Richardson
1994-95 NCTCOG President

Jim Alexander

Former Councilmember, Denton
1991-92 NCTCOG President

Bill Lofland

Former County Judge, Rockwall County
1990-91 NCTCOG President

Jerry Gilmore

Former Councilmember, City of Dallas
1974-75 NCTCOG President



North Central Texas Council of Governments

June 12, 2014

TO: NCTCOG Member Governments

DATE: June 12, 2014

FROM: Stephen Terrell, President

SUBJECT: Summary of Recommended Amendments to the Bylaws of the North Central Texas Council of Governments to be Considered by the General Assembly

This year's General Assembly meeting will be held on June 20. The membership will be asked to approve a major item of business – a comprehensive set of amendments to the Bylaws of the North Central Texas Council of Governments. Most of these amendments are of an administrative nature and are intended to assure that current business practices comport with the Bylaws and that the Bylaws conform to current legal requirements. Another amendment is a governance issue which calls for a different composition of the Board as well as an increase in its number of members.

The Executive Board has spent several months working on these amendments and believes that what is being recommended is in the best interest of the organization and its member governments. At its April meeting, the Board passed a resolution endorsing these amendments and recommending their approval by the General Assembly.

The material changes made with the recommended administrative amendments clarify that the Executive Board, rather than the General Assembly, is the governing body of NCTCOG; that a quorum of the General Assembly is constituted of those member governments in attendance; and that one official representing an attending member government, for which dues are current, is authorized to vote on an item of business under consideration at the General Assembly. Another recommended amendment specifies that the General Assembly is empowered with the responsibility of electing officers and directors of the Executive Board and to amend the Bylaws of the Council of Governments. A small variation regarding the amending of Bylaws allows for the Executive Board, by majority vote, to make changes only in the case where it is necessary to conform with state law. Finally, a new section has been added to the Bylaws which provides for Director and Officer Liability and Indemnification as provided for under state law.

The Executive Board is also recommending that the number of its members be increased from 13 local elected officials to a total of 17, beginning in 2015. This would be accomplished by

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adding one more county seat by designating a seat to the four counties with the largest populations while providing one seat to be held by a county with a population between 75,000 and 650,000 and another for a county with less than 75,000 in population. Thus counties would have six seats on the Board instead of the minimum of four currently held.

Cities would have a total of 10 seats rather than the maximum of eight now specified. The three most populated cities would each have a designated seat where presently only the two largest have a designated seat. There would also be one seat designated for cities of more than 200,000, but less than 350,000 in population; one for cities with a population between 100,000 to 200,000, another for cities between 50,000 to 100,00 in population; one for cities with a population between 20,000 to 50,000; and one for cities with a population below 20,000.

There are currently two at-large seats available to any member government. Since there are some 165 city members as opposed to 16 counties, these two seats remain classified “at-large” but are reserved for cities. One would be for cities below 50,000 in population and the other for cities with populations between 50,000 and 350,000. These seats will provide the Board Nominating Committee flexibility to select candidates that help assure representation that reflects the geographic and demographic diversity of the region.

Rounding out the Board are the Past President and a State Legislator, who is Ex-Officio and non-voting. The 81st Session of the Legislature required that each Council of Governments in Texas offer a seat to a Legislator.

A redline version of the Bylaws, along with this memo and attachment is posted on NCTCOG’s Executive Board Website at <http://www.nctcog.org/edo/board.asp>.

Should you have any questions about these recommended amendments, please contact me or our Executive Director, Mike Eastland, at 817-695-9101.

Attachment:

Comparison of Current and Recommended Executive Board Composition

Comparison of Current and Proposed Executive Board Composition

<u>CURRENT</u>		<u>PROPOSED</u>	
Categories by Population	Seats	Categories by Population	Seats
<u>COUNTIES</u>			
Two Largest	2	Four Largest	4
>300,000	1	75,000 - 650,000	1
<300,000	1	<75,000	1
	4		6
<u>CITIES</u>			
Two Largest	2	Three Largest	3
>100,000	1	200,000 - 350,000	1
>25,000	1	100,000 - 200,000	1
>25,000	1	50,000 - 100,000	1
<25,000	1	20,000 - 50,000	1
		<20,000	1
	6		8
<u>AT LARGE</u>			
Any Government	2	City <50,000	1
		City >50,000 & <350,000	1
	2		2
<u>STANDING MEMBERS</u>			
Immediate Past President	1		1
State Legislator - Ex-Officio (Non-Voting)	1		1
<u>TOTAL EXECUTIVE BOARD</u>	14		18

BYLAWS (REVISED) OF THE North Central Texas Council of Governments

2014

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is the regional planning commission for the 16-county Texas State Planning Region 4 comprising Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant and Wise counties. NCTCOG is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391.

STATEMENT OF PRINCIPLES AND POLICIES

1. The underlying concept of the North Central Texas Council of Governments (hereinafter referred to as the Council) is that the general purpose units of government, which are closest to the people, should exercise the basic initiative and leadership and have the primary responsibility for dealing with those problems and needs which require action on an areawide or regional basis.
2. The physical, economic, and social well-being of the region, its citizens and business enterprises, now and in the future, are dependent upon an orderly development of the entire region. This will be possible only with the successful coordination of governmental services and policies.
3. Counties and cities are the principal units of local government in the region. As such, they have the responsibility for anticipating and meeting the local governmental needs which future development will produce, including the need for joint and coordinated areawide services.
4. County and city governing bodies are, and should continue to be, the top policy makers in local government. They are directly concerned with all services and regulations affecting the public in their communities.
5. Constructive and workable policies and programs for meeting and solving the areawide problems of local government will be most effectively and expeditiously developed by regular meetings of governmental unit members in an areawide voluntary council dedicated to the solution of these problems.
6. The Council is an organization through which individual governmental units can coordinate their efforts. It is not in itself a government nor does it seek to become one.
7. The Council shall consider such matters as are areawide or regional in nature or as requested by or deemed beneficial to its member governments.

MEMBERSHIP

Section I.

Membership in the Council of Governments shall be voluntary and will be determined by passage of a resolution, the payment of dues, and shall be open to the following eligible entities:

- A. Any county in State Planning Region 4, as determined by the Office of the Governor, State of Texas.
- B. Any incorporated cities, municipalities, towns, and villages within State Planning Region 4, as determined by the Office of the Governor, State of Texas.
- C. Any authority, district or other political subdivision of the State within State Planning Region 4, as determined by the Office of the Governor, State of Texas.

GENERAL ASSEMBLY

Section II.

- A. The General Assembly shall be composed of one (1) elected or appointed public official from each governmental member of the Council whose annual dues are current. The General Assembly shall be responsible for the election of officers, directors and for amendments to these Bylaws except as otherwise provided herein.
- B. The members present at any Assembly meeting shall constitute a quorum, and the majority vote of said members shall decide any business under consideration except Bylaws. Bylaws may be revised by an affirmative vote of seventy-five percent (75%) of the members present. (See Section XI.)
- C. The General Assembly shall elect a President, Vice President, Secretary-Treasurer, and Directors to serve on the Executive Board.

GENERAL MEMBERSHIP (GENERAL ASSEMBLY) MEETINGS

Section III.

- A. An annual membership meeting of the General Assembly shall be held after the municipal elections for the purpose of electing Officers and Directors to the Executive Board. Additional meetings may be called by the Executive Board, as necessary. General membership meetings shall be for the purposes of amending Bylaws, electing officers, and conducting any other business which may be deemed appropriate.
- B. Written notice of the time, date and location of general membership meetings shall be transmitted to each member government entitled to vote thereat (at the

member's physical or electronic address as it appears on the books of the Council) at least ten (10) days prior to the meeting.

- C. Special general membership meetings, for any purpose or purposes, shall be called by the President at the written request of a majority of the members of the General Assembly.
- D. Written notice of special general membership meetings, stating the time, place, and object of such meetings, and the business to be transacted, shall be transmitted to each member government entitled to vote thereat, at least ten (10) days before such meeting. Business transacted at all special meetings shall be confined to the objects and business to be transacted as stated in the notice.
- E. The time, date, and location of all general membership meetings shall be determined by the President as recommended by the Executive Board.

ROLE AND RESPONSIBILITIES

Section IV.

- A. The Council shall be concerned with the planning of the region with respect to transportation, water supply, storm water, waste water, flood management, emergency management, work force development, community services, data support services, land use, environmental protection, public facilities, conservation, and any other governmental functions beneficial to its members. Such Council shall be vested with full authority to perform all acts, to render all services, to initiate all studies and to make all recommendations authorized by law. The Council is authorized to apply for, contract for, receive and expend for its purposes, any funds or grants from any participating governmental unit or from the State of Texas, Federal Government, or any other sources, and to contract with and receive payments for services rendered to any incorporated municipality, the State of Texas or any of its political subdivisions, or the Federal Government. The Council shall have no power to levy any character of tax whatsoever. The participating governmental units shall pay annual dues, as determined by the Executive Board, to the Council to help offset the costs and expenses required in the performance of its purpose.

The Council is empowered to make use of funds to employ staff and/or agents, rent office space, and contract for goods and services as it deems necessary to expeditiously carry to completion any studies, activities and/or programs with which it may be charged.

- B. A member government(s) may request the Council to conduct or administer a special study, activity or service on their behalf wherein they agree to pay or share in the costs of such. If said study, activity or service is deemed feasible by the Council, it may enter into an agreement(s) with the member government(s) and any other interested parties to conduct same.

EXECUTIVE BOARD

Section V.

- A. The Executive Board shall constitute the Board of Directors and governing body of the Council and shall be responsible for the general policies, programs and the control of funds.
- B. The Executive Board shall also be responsible for approving a work program, including a complement of personnel to implement it, adopting the annual budget following a public hearing of such budget, and making necessary amendments to the budget during the fiscal year.
- C. The Executive Board shall be empowered to appoint an Executive Director as the chief administrative and executive officer of the Council.
- D. The Executive Board shall be empowered to employ consultants and to authorize contracts necessary to carry out the business of the Council.
- E. The Executive Board shall be empowered to appoint study committees, technical advisory committees, and policy development committees deemed necessary to carry out the business of the Council.
- F. The President of the Executive Board shall appoint a nominating committee comprised of Past Presidents to prepare a slate of Officer and Director candidates for consideration at the annual membership meeting of the General Assembly.
- G. The Executive Board shall meet regularly at least once each month, unless otherwise determined by its members, to conduct the continuing business of the Council.
- H. Representation on the Board shall meet the following minimum requirements at all times:
- Counties (6 Seats)
 - Four (4) locally elected officials on the Board shall be representatives from the four (4) largest populated member Counties (one from each County), as of the last official census.
 - One (1) locally elected official on the Board shall be from a member County with a population of between Seventy Five Thousand (75,000) and Six Hundred Fifty Thousand (650,000), as of the last official census.
 - One (1) locally elected official on the Board shall be from a member County with a population of less than Seventy Five Thousand (< 75,000), as of the last official census.
 - Cities (10 Seats)
 - Three (3) locally elected officials on the Board shall be representatives from the three (3) largest populated member Cities (one from each City), as of the last official census.

- One (1) locally elected official on the Board shall be from a member City with a population of between Two Hundred Thousand (200,000) and Three Hundred Fifty Thousand (350,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of between One Hundred Thousand (100,000) and Two Hundred Thousand (200,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of between Fifty Thousand (50,000) and One Hundred Thousand (100,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of between Twenty Thousand (20,000) and Fifty Thousand (50,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of less than Twenty Thousand (20,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of between Fifty Thousand (50,000) and Three Hundred Fifty Thousand (350,000), as of the last official census.
- One (1) locally elected official on the Board shall be from a member City with a population of less than Fifty Thousand (< 50,000), as of the last official census.

No entity shall have more than one representative on the Board at any one time, with the exception that the Past President shall serve in a designated position on the Board and shall not be deemed to be a representative of any specific entity.

- I. The Executive Board shall be composed of the following members:
 1. The Immediate Past President of the Council;
 2. The sixteen (16) Directors of the Council; and,
 3. One (1) ex-officio, non-voting member who is a Texas State Legislator representing a Legislative District that is located in-whole or in-part in a county holding membership in the North Central Texas Council of Governments for so long as required by State law.
- J. Each member of the Executive Board shall be entitled to one vote, with the exception of the President who will only vote in the event of a tie. Members must be in attendance to vote. Attendance via telephone and/or videoconference is allowable when permitted by State law and as prescribed by Board resolution.
- K. The membership of the Executive Board shall always be composed of elected local government officials except as provided in I.3. above.
- L. A majority of the Executive Board members in office immediately before a meeting shall constitute a quorum for the transaction of business. No business shall be considered by the Board at any meeting at which a quorum is not present.

- M. Should a vacancy occur in the Officers or Directors of the Executive Board, a successor shall be appointed by the remaining members of the Board to fill the unexpired term and in accordance with Section V. H.
- N. The Executive Board shall establish an Ethics Policy, consistent with State law related to Metropolitan Planning Organizations, which is applicable to Board members and employees.

DIRECTOR AND OFFICER LIABILITY AND INDEMNIFICATION

Section VI.

- A. No Director or Officer of the Council shall be personally liable to the Council or any other person for an action taken or omission made by the Director or Officer in such person's capacity as a Director or Officer unless a Director's or Officer's conduct was not exercised (1) in good faith, (2) with ordinary care, and (3) in a manner the Director or Officer reasonably believed to be in the best interest of the Council.
- B. The Council shall indemnify a Director or Officer for necessary expenses and costs, including attorney's fees, judgments, fines and amounts reasonably paid in settlement, incurred by the Director or Officer in connection with any claim asserted against the Director or Officer in their respective capacity as a Director or Officer so long as the Director's or Officer's conduct was exercised (1) in good faith, (2) with ordinary care, and (3) in a manner the Director or Officer reasonably believed to be in the best interest of the Council.

WAIVER OF NOTICE

Section VII.

Whenever any notice is required to be given under the provisions of the Bylaws to any member, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

ADVISORY GROUPS

Section VIII.

- A. It is the intent of this organization that the Council shall, when advisable, seek the advice and cooperation of interested citizen groups in the formulation of recommendations and to establish the priority of projects for consideration.
- B. The Council may recommend to the Executive Board the establishment of such citizen and/or technical advisory committees as may be necessary to effectively carry out the business of the Council.

FINANCES

Section IX.

All checks or demands for money and notes of the corporation shall be signed by such officer or officers, or such persons as the Executive Board may from time to time designate.

ELECTIONS AND OFFICERS' TERMS

Section X.

Election of Officers and Directors to the Executive Board will be conducted at the annual membership meeting of the General Assembly. The elected Officers and Directors shall hold office for one year, said term to begin immediately following the aforementioned meeting and continuing through the next annual membership meeting or until such time as a replacement has been duly elected in accordance with Section V. M.

AMENDMENTS TO THE BYLAWS

Section XI.

These Bylaws may be altered, amended, or added to by written ballots from the members or by action of the General Assembly or Executive Board, provided:

- A. Proposed changes shall contain a full statement of the proposed amendment or amendments.
- B. The enactment of the amendment by written ballots shall require a majority vote of the city and county member governments.
- C. The enactment of amendments at the General Assembly shall require an affirmative vote of seventy-five percent (75%) of the members present at the General Assembly and shall be submitted in writing to the Executive Board at least sixty (60) days prior to the General Assembly.
- D. The enactment of amendments by the Executive Board shall require a majority vote and shall be limited to only those changes necessary to conform the Bylaws to State law. Any such changes by the Executive Board shall be transmitted in writing to all member governments within thirty (30) days of enactment.

BUDGETS AND PAYMENTS

Section XII.

- A. The fiscal year of the organization shall begin on the first day of October in each year.
- B. The annual budget, including the dues structure, for the organization shall be prepared and submitted to the Executive Board for approval and adoption on or before the last day of September of each year, after a public hearing thereon.
- C. New members may join the Council upon the pro-rated payment of dues for the remaining portion of the current fiscal year.
- D. The annual dues for city and county member governments shall be established in accordance with current population of such member governments as certified annually by the Council. All other member governments shall pay annual dues as established by the Executive Board.
- E. The books of the Council shall be audited annually by a certified public accountant or accountants, and the audit report shall be approved by the Executive Board and be available no later than six (6) months after the close of the fiscal year.