

## MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: March 15, 2018

Subject: Consider Approval of a Resolution Creating a Charter Review Committee to Consider and Report to the City Commission regarding the City Charter and the need to Adopt a New City Charter and providing an effective date

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This item has been placed on the agenda for approval of a resolution calling for a committee to be formed to discuss the City Charter election.

As previously discussed by the City Attorney, we think this committee could be very helpful with the process that is required to adopt a new charter. This committee will meet informally to discuss what a new charter will look like and help inform the public about the process and elections that will follow.

The resolution calls for a seven-member citizen committee. Each commissioner will appoint one member and two commissioners will serve as ex-officio members to meet with the committee. The committee will meet and prepare a presentation to the City Commission sometime this summer prior to the date that the City Commission officially calls for the election to elect the fifteen-member Charter Commission.

The City Attorney will be prepared to answer Commission questions regarding this agenda item at the meeting.

## *DRAFT 3-8-18*

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS, CREATING A CHARTER REVIEW COMMITTEE TO CONSIDER AND REPORT TO THE CITY COMMISSION REGARDING THE CITY CHARTER AND THE NEED TO ADOPT A NEW CITY CHARTER AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to call a Charter Election to replace the current City Charter pursuant to Chapter 9 of the Local Government Code;

WHEREAS, the City Commission believes that it will be beneficial to the process to establish a Charter Review Committee to review the current City Charter and discuss the issues related to the adoption of a new charter; and

WHEREAS, it is the intent of the City Commission to create an advisory committee to review the Charter and provide a report to the City Commission on the changes to the City of Marshall Charter ("Charter" ).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS:

SECTION 1. Composition of the Committee.

- (a) The City Commission hereby establishes a Charter Review Committee ("Committee") to consider and provide a recommendation and report to the City Commission regarding a proposal for revising and replacing the City Charter.
- (b) The Committee is advisory and its report shall not be binding on the City Commission.
- (c) The Committee shall be composed of seven members.
- (d) City staff in the offices of City Manager, City Attorney and City Secretary shall be available as resources to support the efforts of the Committee. Staff from other departments shall be made available upon request to the City Manager.

SECTION 2. Mission.

- (a) The Committee is a body formed to facilitate public awareness and discussion regarding the need for a revised City Charter. The Committee will hold public meetings discuss the potential provisions and terms of a new charter. The Committee shall also review and discuss the process required to be followed to adopt a new charter. The Committee will seek to involve the public in its meetings.
- (b) The Committee will hold its first meeting within thirty (30) days of the passage of this resolution and shall meet as many times as is necessary to prepare a presentation and recommendation to the City Commission regarding calling an election to adopt a new City Charter.

SECTION 3. Appointment.

- (a) Each member of the City Commission shall appoint one member to serve on the Committee.
- (b) The City Commission shall appoint two liaisons to the Committee from among its members who will serve as ex officio, non-voting members.

SECTION 4. Eligibility.

In order to be qualified to serve, all members of the Committee must, at the time of appointment and through their term of service:

- (a) All appointees to the Committee shall have been domiciled in the City of Marshall for at least a year preceding their appointment and shall continue during the tenure of appointment; and
- (b) Commit to attend at least 90 percent of the Committee's meetings.

SECTION 5. Vacancy.

In the event a vacancy occurs on the Committee, the City Secretary shall immediately notify the City Commission for consideration of a replacement.

SECTION 6. Meetings.

- (a) All meetings shall be held in accordance with the Texas Open Meetings Act.
- (b) Minutes of the meetings shall be kept by the City Secretary or her designee.
- (c) Meetings shall be coordinated through and by the City Secretary and the City Secretary shall issue proper notices and ensure compatibility with the City calendar.
- (d) The Committee may appoint a Chairperson at its discretion.
- (e) A majority of the voting membership shall constitute a quorum for the conduct of business.

SECTION 7. . That this resolution is effective immediately upon passage.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

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CHAIRMAN OF THE CITY COMMISSION OF  
THE CITY OF MARSHALL, TEXAS

ATTEST:

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CITY SECRETARY