BY-LAWS
OF
MARSHALL IMAGE ADVISORY BOARD

SECTION 1: **ESTABLISHMENT**

The above named board was established by Resolution no. R-04-34 of the City Commission of Marshall, Texas on December 9th, 2004 for the purpose of assisting the city staff in promoting cleaner neighborhoods, improving community appearance and promoting overall city beautification.

SECTION 2: **RESPONSIBILITIES**

The board is directed to serve without pay and the board shall serve as an advisory oversight committee to the city staff in establishing plans or policies concerning the following areas of operation:

a. The Board shall make regular reports and recommendations to the City Commission and the City Manager regarding the efforts by the staff to implement existing code enforcement regulations and policies.

b. The board shall consult with and advise the city staff in the implementation of an educational program through various available media to educate and provide notice to the citizens and property owners of Marshall that, as a matter of progressive policy and good government, it is the City's intent to remove blight from the city and to promote clean and safe neighborhoods through vigilant and active enforcement of the city property codes.

c. The City of Marshall currently has codes in place that address overgrown lots, unsightly condition of property, junk vehicles, dilapidated structures, foul and offensive condition of premises, litter, illegal dumping, and other similar property appearance issues. The board will work with the City staff to review the City of Marshall's current property codes and code enforcement policies to identify aspects of these codes and policies that can be improved and make recommendations to the City Commission for improvements to the City Commission.

d. The Board will work with the City staff to review existing codes and successful code enforcement programs and procedures implemented in other communities and make recommendations to the City Commission for improvements in existing codes related to property appearance and in existing policies and procedures related to implementation and enforcement of codes.

e. The Board will confer with the City staff and the Planning and Zoning Commission to seek their advice, input, and coordination regarding code enforcement policy efforts for inclusion in the General Plan.

f. The Board shall review annually the areas targeted for regular litter pick-up under the City's litter pick-up contracts and make recommendations to the City Commission regarding areas in which pick-up will be continued, added, or deleted.

SECTION 3: **BOARD OPERATIONS**

The board shall operate in full compliance with requirements of all state and local laws, including open meetings, conflict of interest and open records; willful failure to comply with such laws will result in immediate dismissal from the board and automatic disqualification for any future city board appointment. The board shall operate strictly as an advisory committee to the city staff, in regard to items outlined in Section 2 of these By-laws, and will cooperate with the City Manager and all staff employees of the city with regard to all activities before the board.

SECTION 4: **MEETINGS OF BOARD**

a. The board shall meet a minimum of every two (2) months at a place and time designated by the Chairperson and agreed upon by a simple majority of the board.

b. Special Meetings may be called by the Chair upon agreement of a simple majority of the board.

c. During the regular meeting of the board in October or November, recommendations shall be made to fill regular vacancies on the board. These recommendations shall be presented to the City Commission, during its regular meeting in December. Recommendations for vacancies due

to unexpired terms may be made anytime throughout the year.

d. The regular meeting in January of each year shall serve as the annual meeting of the board, at which time elections of officers for the current year shall be held and new officers will immediately take their positions.

e. Board members are expected to attend all meetings of the board. Failure by a board member to attend three (3) consecutive meetings or fifty percent (50%) of the board meetings on an annual basis, without justifiable reason (s), as approved by a quorum vote of the board, will result in automatic recommendation to the City Commission for dismissal from the board.

f. A quorum, consisting of a majority of the sitting board, shall be required to transact business of the board. No votes shall be held by the board without a quorum of the board members present. Phone votes or votes by proxy will not be allowed. Unless specified otherwise elsewhere herein, any action of the Board shall require a quorum vote.

g. Roberts Rules of Order shall govern all meetings of the board, unless specifically addressed otherwise within these by-laws.

h. Notice for all meetings of the board shall be required in accordance with all local and state laws as they pertain to open meetings.

i. Meetings of the board shall be conducted in strict accordance with state open meetings law.

j. True and accurate minutes of each meeting shall be kept in accordance with open meetings law and open records.

SECTION 5: **BOARD MEMBERS**

a. The board shall consist of seven (7) members, of which a minimum of five (5) must be full-time residents of the city of Marshall. The City Commission will attempt, in its appointments to the board, to provide broad representation throughout the community while selecting appointees who are dedicated to the board's purpose.

b. Members shall be appointed by the City Commission for two (2) year staggered terms. No member shall serve more than two (2) consecutive terms of office although members

will be allowed to serve an additional two (2) or four (4) years, after a one (1) year absence from the board.

c. Vacancies on the board shall be filled by the City Commission for an unexpired term of a member, in the same manner and for the same terms of membership of the original appointment.

d. Members may be removed from the board, at any time without cause or reason, by majority vote of the City Commission. The board may recommend removal from office of a member upon a two-thirds (2/3) vote of the full seven (7) member board.

e. The City Manager shall serve as ex-officio member of the board and may participate in all discussions. Ex-officio members and invited members do not hold voting rights on the board. From time to time, the City Manager may designate the Assistant City Manager to represent the City Manager as the ex-officio member of the board.

SECTION 6: **OFFICERS**

a. Officers of the board shall consist of a Chair, Vice-Chair, and Secretary.

b. Terms of the officers shall begin immediately upon vote of a quorum of the Board during its first regular meeting. Terms of elected officers shall be one (1) year.

c. No officer shall serve more than two (2) consecutive one (1) year terms in the same appointed position, although officers will be allowed to serve an additional one (1) year term after a one (1) year absence as an officer.

d. The Chair shall preside over meetings of the board and shall serve as an Ex-officio member of all committees designated by the board. The Chair shall serve as chief spokesperson for the board in all matters of the board outside its meetings.

e. The Vice-Chair shall perform duties as delegated by the Chair and shall exercise the powers of the Chair in the event of absence or inability of the Chair to serve or preside over meetings of the board.

f. The Secretary shall keep the minutes of all actions during meeting of the board. A copy of all minutes of the board shall be forwarded monthly to the City Manager. The Secretary shall be responsible for notifying the City

Manager's office of all scheduled meetings. The City Manager or his designee shall be responsible for posting all required notices of meetings of the board as prescribed by local and state law and shall keep an accurate copy of all such notices. Notices of meetings must also be given to all board members and Ex-officio officers no less than seventy-two (72) hours prior to all meetings; notice of such must also be posted in accordance with local and state laws.

SECTION 7: **COMMITTEES**

The Chair may appoint standing committees as it deems necessary to report to the board in those areas of responsibility of the board. The Chair shall serve as an Ex-Officio member of all committees. The board is encouraged to look outside its membership and into the local community for committee members. It shall require a quorum vote of the board, to approve a committee, and designate a Committee Chair.

SECTION 8: **ADOPTION**

These by-laws may be amended from time to time or repealed by the action of a two-thirds (2/3) vote of the full seven (7) member board, provided that any and all amendments to these by-laws will not become official until they have been approved by a majority vote of the City Commission.

SECTION 9: **DISSOLUTION**

In the event the Marshall Image Advisory Board ceases to function or ceases to function effectively in accordance with these by-laws, in the opinion of the City Commission, the City Commission may by majority vote dissolve this or any board it had previously created.

SECTION 10: **ADOPTION**

These by-laws were adopted by the City Commission of the City of Marshall, Texas on, January 13, 2005 and became effective immediately.

ATTEST:

Lisa Clayton

CITY SECRETARY