

# **CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

## **RULES AND PROCEDURES**

### **I. ORGANIZATION AND OFFICERS**

#### **101. Organization**

The Capital Improvements Advisory Committee shall consist of fifteen (15) regular members, and shall be organized and shall exercise such powers as prescribed by the Ordinances of the City. No less than 40 percent of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. If the impact fee is to be applied in the extraterritorial jurisdiction of the City, the membership must include a representative from that area.

#### **102. Officers**

A Chairman and Vice-Chairman shall be elected annually from among the Committee's membership at the first available meeting after the appointment of members by the City Council of the City of Killeen and at such other times as these offices may become vacant.

#### **103. Duties**

- A. The Committee shall act under the authority of the Code of Ordinances of the City of Killeen and Chapter 395.058 of the Texas Local Government Code presently adopted or subsequently amended.
- B. The Chairman, or in his absence the Vice-Chairman, shall preside at all meetings, and shall decide all points of order or procedure. In the absence of both Chairman and Vice-Chairman, any member may preside at a meeting where quorum is present. All decisions of the Committee shall be over the signature of the Chairman.
- C. The Committee serves in an advisory capacity and is established to:
  - 1. advise and assist the City Council in adopting land use assumptions;
  - 2. review the capital improvements plan and file written comments;
  - 3. monitor and evaluate implementation of the capital improvements plan;
  - 4. file semiannual reports with respect to the progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing the impact fee; and
  - 5. advise the City Council of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

#### **104. Rules and Order**

Roberts Rules of Order, latest revision, shall be the Committee's final authority on all questions of procedure and parliamentary law not covered by these Rules and Procedures.

## **II. MEETINGS**

### **201. Quorum**

A quorum shall consist of eight (8) members. The presiding officer shall count towards the quorum.

### **202. Agenda**

A copy of the agenda shall be posted in the City Hall and the Police Department for at least 72 hours before the scheduled meeting.

### **203. Meetings**

When there is business to be considered by the Committee, meetings shall be held quarterly.

### **204. Special Meetings**

Special meetings for any purpose may be held on the call of the Chairman.

### **205. Public Meetings**

All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and these Rules and Procedures.

## **III. HEARINGS AND DECISIONS**

### **301. Order of Business**

The Chairman shall call the Committee to order, and the members present and absent shall be recorded. The minutes of any preceding meeting shall be submitted for approval.

The Committee shall then hear and act upon items scheduled for consideration.

### **302. A motion may be made by any member other than the presiding officer. The presiding officer may vote on a motion.**

A motion before the Committee shall require the affirmative vote of a majority of members present and not abstaining, including the presiding officer, to pass.

## **IV. AMENDMENT**

#### **401. Amendments**

Amendments to these Rules and Procedures may be adopted by the City Council.