

PART VI. GOOD NEIGHBOR COMMISSION

Chapter No.

Chapter Name

Section

81.

SUBSTANTIVE AGENCY PROCEDURES

81.1

Authority: The provisions of this Part VI issued under Acts 1947, 50th Leg., p. 1017, ch. 435, effective September 7, 1947, as amended (Texas Civ. St. art. 4101-2), unless otherwise noted.

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§81.1. Function.

The commission shall carry out the functions prescribed by law to the Good Neighbor Commission.

Source: The provisions of this §81.1 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.2. Composition.

The Good Neighbor Commission is composed of nine members appointed by the governor, with the advice and consent of the senate. Each member must have expertise in one or more of the following areas: international trade and tourism, industrial development, education and research, diplomacy or Hispanic culture, law, sociology, economics, or language. Members are appointed to serve for a term of six years. Vacancies on the commission will be filled by the governor as prescribed by law. Members serve until a successor is appointed.

Source: The provisions of this §81.2 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.3. Meetings.

- (a) *Scheduling.* The commission shall hold at least four regular business meetings annually, one of which shall be held in Austin, Texas. A majority of the commissioners shall set the dates and locations of all regular meetings, except for the location noted in this subsection. In the event the commissioners fail to set a date or choose a location for a regular meeting, the chairman shall make the selection and shall give sufficient notice to the executive director so that the members may have notice no less than three weeks in advance of the regular meeting. In addition, special and emergency meetings may be held in response to a call by the chairman, or a majority of the commissioners, at any time by giving one week's notice in writing to all commissioners. All meetings, except those in executive session, shall be open to the public.
- (b) *Agendas.* The chairman, with the assistance of the executive director, shall prepare and submit to each member prior to each meeting, a preliminary copy of the agenda, listing items that he believes should be considered by the commission, those required by law, and others as members have requested. Materials supplementing the agenda may be included. Official agendas shall be distributed the day of the commission meeting. The agenda of regular meetings shall provide an opportunity for citizens to address the commission on any item of business which is included on the agenda, subject to reasonable time limits.
- (c) *Quorum.* Five members of the commission shall constitute a quorum, and whenever a majority vote is required, this is deemed to mean a majority of those members present at a meeting having a quorum. In the absence of a quorum at any commission meeting, the meeting shall be recessed until a quorum is present.
- (d) *Attendance.* In the event a member should fail to attend three consecutive, regularly scheduled meetings of the commission over a two-year period, and at the will of the commission, such person shall cease to be a commissioner, in which event the action shall be reported to the governor.
- (e) *Proxies.* No proxies shall be permitted at any meeting of the commission.
- (f) *Rules of order.* The commission shall observe *Robert's Rules of Order*, revised, except as otherwise provided by this chapter or by statute.
- (g) *Minutes.* Copies of the minutes shall be forwarded to each member for review and comments or corrections prior to approval at a subsequent meeting of the commission. "Official minutes" are those approved by the commissioners at a regular or special meeting. Official minutes shall be kept in the commission's headquarters and shall be open to inspection by the public.

Source: The provisions of this §81.3 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.4. Officers.

- (a) *Enumeration.* The officers of the commission shall be a chairman, a vice chairman, and such other officers as the commission shall from time to time elect.
- (b) *Election and term.* Election of officers shall be held at the first regular meeting of each calendar year and shall be chosen from the membership of the commission. Term of office for each officer shall be for a term of one year, or until a successor is elected, and shall not exceed two consecutive terms.
- (c) *Filling of vacancies.* Should a vacancy occur in the office of chairman, the vice chairman shall immediately assume the duties of chairman and shall serve in that capacity for the unexpired term. Should a vacancy occur in the office of vice chairman, the commissioners shall hold an election for that office at the next regular meeting. Should vacancies occur in any other office the commission may designate, such vacancies shall be filled in the same manner as for the vice chairman.
- (d) *Duties of chairman.* The chairman shall preside at all meetings of the commission; perform such other functions as may be assigned by the commission as well as functions customarily performed by such office. In the interim period between meetings, it shall be the duty of the chairman, with assistance of the executive director, to coordinate commission-related activities of the members. The chairman shall approve all vouchers for the expenditure of funds

as provided by law, with the exception of the chairman's travel vouchers, which shall be approved by the vice chairman. In addition, the chairman shall serve as *ex officio* member on all committees of the commission. The chairman shall appoint a parliamentarian.

- (e) *Duties of the vice chairman.* In the absence or unavailability of the chairman, the vice chairman shall carry out the duties of the chairman.

Source: The provisions of this §81.4 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.5. Committees.

- (a) *Appointment.* All standing committee chairmen and members shall be appointed by the commission chairman as soon as practical after the meeting at which the chairman is elected. Notice of such appointments to those affected shall be made by the most expedient manner.
- (b) *Term.* The term of all standing committee memberships shall be until their successors shall have been appointed.
- (c) *Vacancies.* All vacancies on any standing committee shall be filled by the commission chairman.
- (d) *Minutes of committee meetings.* Summary minutes shall be kept of all standing committee meetings, copies of which shall be distributed to all committee members for review and then distributed to all commissioners.
- (e) *Reporting procedures.* Standing committee chairmen or their designated representatives shall render a report of their activities, actions taken, and present recommendations, if any, to the commissioners at all regular meetings.
- (f) *Standing committees.* The standing committees, their makeup, and functions shall be the following:
- (1) *Executive Committee.* The Executive Committee shall consist of the officers of the commission and the chairmen of the standing committees. This committee shall act for the entire commission whenever necessary between regular meetings of the commission. The committee shall also have the duty of enhancing the commission's posture with representatives of the governor's office, the Legislative Budget Board, the legislature, and appropriate state agencies.
 - (2) *Administrative Committee.* The Administrative Committee shall consist of at least three members and shall work with the executive director and his staff in developing and implementing administrative and fiscal policies and guidelines; conduct an annual review and evaluation of the commission activities; and develop and monitor the internal operating budget.
 - (3) *Program Development Committee.* The Program Development Committee shall consist of at least three members and shall be responsible for the overall coordination of the statutory functions of the commission. Its duties shall include the interpretation of legislative intent; the evaluation of existing commission programs; and the formulation of a set of comprehensive goals to be accomplished over a five-year period. Once adopted, the commission's goals shall be reviewed and updated as the commission may direct.
- (g) *Special committees.* Special committees may be appointed from time to time by the chairman who shall designate the duties and terms of such committees.

Source: The provisions of this §81.5 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.6. Executive Director.

- (a) *Appointment.* The commission shall appoint an executive director who shall serve at the will of the commission. The executive director shall be the executive head of the commission and shall perform its administrative functions. The salary of the executive director shall be that sum provided by law.
- (b) *Duties.* The executive director may employ staff members necessary for administering the functions of the commission; shall serve as staff advisor to all committees; and shall approve staff travel.

Source: The provisions of this §81.6 adopted to be effective December 26, 1979, 4 TexReg 449.

§81.7. Amendments.

- (a) This chapter may be amended by the commission at any regular or special meeting, provided a copy of the proposed amendments are sent to each member 21 days prior to the meeting at which the amendments are to be considered.
- (b) The staff shall keep the provisions of this chapter current and updated as revised by the commission.

Source: The provisions of this §81.7 adopted to be effective December 26, 1979, 4 TexReg 449.