

BYLAWS
OF THE
COASTAL BEND COUNCIL OF GOVERNMENTS

Originally Adopted November 3, 1966
Latest Amendments Adopted December 13, 2024

Information in Attachment A revised no less frequently than
Once every 10 years based on latest membership and most recent U.S. Census

BYLAWS
COASTAL BEND COUNCIL OF GOVERNMENTS

SECTION 1. NAME

The name of this organization shall be the Coastal Bend Council of Governments (the "Council").

SECTION 2. AUTHORITY

The authority and powers of the Council shall be in accordance with the provisions of Chapter 391 of the Local Government Code.

SECTION 3. MEMBERSHIP

a. The Council shall consist of city and county representatives ("Official Representatives") as set forth in the agreement establishing the Council, as amended, said Official Representatives each being formally appointed by the governing body of all cities and counties in the region covered by the Council and entitled to representation on the Council (the "Members"). Associate membership shall be provided for school districts, soil and water conservation districts and other special purpose districts, political subdivisions and public interest and civic group members at large. Associate Members shall receive all agendas and minutes, in the manner established in Section 7.d, may attend all meetings of the Council, Executive Board and Committees and participate in discussions of all matters before such bodies, but shall have no power to vote in Council meetings. The annual membership fee for each Associate Member shall be \$125.

b. In no case may Official Representatives appointed by their respective governments, appoint a proxy to vote in their absence. Only officially appointed alternates ("Official Alternates") may vote in the absence of the Official Representative.

c. The Chairman of the Council shall select a member of the legislature who represents a district located wholly or partly in the region of the Council and offer an ex-officio, nonvoting membership on its governing board. Selection and offer of membership shall be made as soon as practicable after the election or reelection of a Chairman at the annual meeting of the Council on the fourth Friday of January.

d. Absent extenuating circumstances, as determined by the Chairman, Members may appoint Official Representative(s) and Official Alternates once per year, preferably during either the first three weeks of January, or the first three weeks of June, of any given year.

e. No person serving as an Official Representative or Associate Member of the Council may seek or obtain employment with the Council while serving.

SECTION 4. COMPENSATION

All Official Representatives, Official Alternates and Associate Members of the Council shall serve without compensation.

SECTION 5. OFFICERS

a. The Council shall, at its January meeting, elect a Chairman, a First Vice-Chairman, a Second Vice Chairman, a Secretary and a Treasurer. The term of these Officers shall be for one (1) year, or until their respective successors have been elected and qualified, with eligibility of re-election; but any Officer removed at any time by the Council at a regular meeting, provided in written notice thereof is given to the Officer and Members at the preceding meeting. The Officers shall be elected from among the Members of the Council, and except for Nueces County (from which there may be no more than three Officers), no more than two Officers shall be from the same county. The Chairman and two Vice-Chairmen shall each be from different counties.

b. In the event an elected official from a member government who serves as an Officer of the Council leaves elected office prior to the expiration of their term as an Officer of the Council, that Officer, at the discretion of the said member government, may serve out the remainder of the term as an officer. In all cases, the immediate Past Chairman of the Council shall serve as a member of the Executive Board, regardless of elected status.

SECTION 6. EXECUTIVE BOARD

a. In the interest of effective functioning of the Council, there shall be an Executive Board consisting of five (5) Officers, the immediate Past Chairman and a number of representatives equal to one more than the number of member counties. At least one-half of the members of the Executive Board shall reside outside Nueces County.

b. The Executive Board shall further include an advisory member representative from either (a) soil and water conservation district, (b) school district, and (c) other special purpose districts, political subdivisions and public interest and civic groups; all of whom shall be Associate Members of the Council. Such representatives shall serve in an advisory, nonvoting capacity to the Executive Board and shall be elected by the Council in January at the recommendation of a Nominating Committee.

c. In nominating the Executive Board, the Official Representatives shall consider the advisability of maintaining some continuity among the members of the Executive Board from year to year. In the event of a vacancy in any office or on the Executive Board, the Nominating Committee shall make nominations to the Council to fill such vacancies at its next meeting, and such vacancy shall be filled by election from among Members of the Council. The Nominating Committee report shall be delivered to members of the Council with the proposed agenda and

notice of the meeting at which the election is to be held, in the same manner as established in Section 7.d. Nominations may be made from the floor at all elections.

d. A member of the Executive Board, excluding the five Officers and immediate Past Chairman, shall relinquish their seat on the Executive Board upon the occurrence of two meeting absences within a single calendar year when no reasonable excuse for their absence is presented by the member to the Chairman. A position made vacant by such forfeiture shall be filled in the same manner as established in Section 6.c. Regular membership on the Council shall not be affected by the provisions of this paragraph.

SECTION 7. MEETINGS

a. The Council shall meet monthly on the fourth Thursday of each month except December which shall be held on the second Thursday unless changed by a majority vote. The November meeting is waived unless authorized by the membership.

b. All meetings must comply with the requirements of the Texas Open Meetings Act found in Chapter 551 of the Local Government Code. In no case may any item be added to the agenda by a suspension of the rules of parliamentary procedure.

c. For purposes of determining quorum and voting at any meeting, the provisions of Texas Government Code § 551.127 shall apply. For additional quorum requirements and votes available to all county and city members of the Coastal Bend Council of Governments, to the extent the same are not in conflict with the preceding sentence, please refer to Attachment A, which shall be updated no less frequently than annually on or before October 31st of any given year for use during the following calendar year.

d. Agendas and agenda packets for each meeting may be delivered to Official Representatives of Members and Associate Members through hand delivery, U.S. Mail, courier service, or electronic (e-mail) delivery.

SECTION 8. RULES

a. It shall be the duty of the Chairman to preside at all meetings of the Council and the Executive Board, and the Chairman shall coordinate the work of the Council for the greatest usefulness. The Chairman, with the advice and consent of the Council, shall appoint such committees as deemed necessary to carry out the work of the Council. In the absence of the Chairman, the First Vice-Chairman, if present, shall preside; otherwise, the Second Vice-Chairman shall preside at such meetings.

- b. The normal order of business shall be as follows:
- I. Call to Order-Roll Call
 - II. Approval of Minutes
 - III. Treasurer's Report

- IV. Action Items
- V. Announcements and Non-Action Items
- VI. Approval of Treasurer's Report
- VII. Adjourn

c. The Council may adopt policy guidelines to expedite, clarify or give guidance to grant applicants, subcommittees or others that bring resolutions or action items before the Council for consideration.

SECTION 9. FUNCTIONS AND DUTIES

a. The purpose of the Council shall be to permit and encourage local units of government, as well as special districts, to join and cooperate with one another to improve the health, safety and general welfare of their citizens, to plan for the future development of the communities, the area and region embraced by the inter-county agreement; that needs of agriculture, business and industry be recognized; that historical and cultural value be preserved; that growth of the communities, the area and the region be commensurate with the promotion of the efficient and economical use of public funds and for such other purposes and objectives as may be from time to time provided by Chapter 391 of the Local Government Code.

b. Another purpose of the Council is to make studies and plans to guide the united, far-reaching development of the region, to eliminate duplication and promote economy and efficiency in the coordinated development of the region.

c. The Council shall serve in a general advisory capacity to units of government within the region.

SECTION 10. FISCAL FUNCTIONS

a. The Council shall prepare and approve an annual budget in the same manner as other departments of local government. Said annual budget shall be submitted to all Members. Operationally, each year, the Chairman will (a) present a slate of the Budget Committee, to consist of at least 12 Official Representatives, to the Council for approval on or before the August Council meeting; (b) the Budget Committee shall hold, at a minimum 2 Budget Committee meetings (or more if necessary or advisable) with the last Budget Committee meeting to occur on or before November 30 and during which the following year's proposed budget is submitted for committee approval; and (c) the proposed budget, as approved by the Budget Committee, shall be presented to the Council for adoption at its December meeting.

b. The Council shall have authority to provide such information and reports as may be necessary to secure financial aid.

c. The Council shall deposit any monies received as gifts, donations or grants from public or private sources for planning purposes in a public banking institution or institutions designated by it, to be available for expenditures by the Council by warrants upon such monies to be drawn only upon vouchers signed by the Chairman, the Treasurer or any other two designated signatories, one of which should be an Official Representative residing within Nueces County. The Council shall approve signatories annually at its February meeting. The Council shall provide a blanket bond covering the Chairman, Treasurer and any other signatories as well as the employees of the Council in the amount of \$50,000 at a minimum.

d. Shall have authority to contract with respect to any funds, grants or services from whatever source derived within the limits of the budget.

e. Shall have authority to appoint such employees as it deems necessary, including an Executive Director, and engage consultants as it may require within the limits of the budget.

f. Shall have authority to acquire equipment and material for its use and incur other necessary expenses within the limits of the budget.

g. May authorize Official Representatives and employees of the Council to attend planning conferences or meetings of planning institutions or hearings upon pending legislation; or to engage in other planning activities as representatives of the Council; and shall have authority to pay, within the limits of the budget, the reasonable traveling expenses of such representatives.

h. All expenditures shall be approved by the Council.

i. Shall have the financial books of the Council audited annually by an independent Certified Public Accountant selected by the Council.

SECTION 11. EXECUTIVE BOARD – FUNCTIONS

a. Shall meet quarterly or upon call of the Chairman or any three members of the board. The quarterly meetings shall coincide at appropriate times with meetings of the Council as a whole. Notice of the meetings shall be delivered to Executive Board members, in the manner established in Section 7.d, by the Executive Director no less than five days prior to the meeting.

b. Shall exercise such functions, duties and powers as the Council may, from time to time assign to it in directing the Executive Board to undertake a function, duty or power, the Council may reserve to itself the right of final approval of any act undertaken by the Executive Board pursuant hereto.

c. A majority of the Executive Board, exclusive of the Executive Director, shall constitute a quorum for the transaction of business at any meeting, and a majority vote of those

present shall prevail. Additionally, for purposes of determining quorum and voting at any meeting, the provisions of Texas Government Code § 551.127 shall apply.

SECTION 12. FISCAL YEAR

The fiscal year of the Council shall be the calendar year.

SECTION 13. HEADQUARTERS

- a. The official address and meeting place of the Council is:

Physical Address: Coastal Bend Council of Governments
2910 Leopard Street
Corpus Christi, Texas 78408

Mailing Address: Coastal Bend Council of Governments
P.O. Box 9909
Corpus Christi, Texas 78469-9909

SECTION 14. AMENDMENTS

- a. These Bylaws may be amended by affirmative vote of two-thirds (2/3) of the Council present at any meeting, provided that such proposed amendment or amendments with the recommendation of the Bylaws Committee shall be in writing in the call for the meeting in which they are acted upon.

SECTION 15. EFFECTIVE DATE

- a. These Bylaws are approved as of the date of adoption on November 3, 1966, with the following revisions:

1. March 22, 1968;
2. January 22, 1971;
3. April 22, 1971;
4. July 27, 1973;
5. September 27, 1974;
6. May 24, 1996;
7. May 30, 1997;
8. August 26, 2011; and
9. December 13, 2024.

ATTACHMENT “A”

It is the intent of the Members of the Council to allow one Official Representative for each 20,000 population or fraction thereof in each county. These Official Representative positions are subject to fractionalization between units of government and among representatives of each member unit of government within each county. According to the 2010 Census there are a total of 35 votes under the agreement requiring approval by the “House” or population side representing the 11* counties now belonging to the COG under the 2010 Census. Hence, a quorum for the “House” side vote would be 17.5 voting representatives present entitled to cast 17.5 votes. The agreement contemplates votes in favor from a majority of the 11 counties for “Senate” side approval. Hence, a quorum also requires voting members present from at least 6 of the present counties which have representatives to the COG. In summary, to have a quorum of the COG there must be members present entitled to cast 17.5 full votes on the House side and members present from at least 6 counties which have appointed representatives to the CBCOG under present county membership and the 2010 census.

Counties Total Population 2020 Census		Cities Total Population 2020 Census							
Aransas County	24,220	Agua Dulce	3,218	Freer	2,461	Orange Grove	1,165	Three Rivers	1,474
Bee County	32,609	Alice	17,891	Fulton	1,523	Port Aransas	2,904	Woodsboro	1,319
Brooks County	7,100	Aransas	7,941	George West	2,171	Portland	20,383		
Duval County	11,194	Bayside	275	Gregory	1,740	Premont	2,455		
Jim Wells County	40,796	Beeville	13,669	Ingleside	9,519	Refugio	2,712		
Kenedy County	391	Benavides	1,183	Ingleside on the Bay	614	Robstown	10,143		
Kleberg County	30,725	Bishop	3,174	Kingsville	25,402	Rockport	10,070		
Nueces County	362,151	Corpus	317,863	Lake City	447	San Diego	3,748		
Refugio County	7,015	Driscoll	680	Mathis	4,333	Sinton	5,504		
San Patricio County	66,969	Falfurrias	4,609	Odem	2,255	Taft	2,801		

Source: <https://data.census.gov>

County representatives based on population from last Census as follows: One representative for each 20,000 persons or fraction thereof.

City representatives based on population from last Census as follows: Cities over 15,000 population may designate one representative and one additional representative for each additional 35,000 persons or fraction thereof.

*Prior to September 2013, there were 12 counties in the Coastal Bend Region. McMullen County is now in the Alamo Area COG region.