

Bylaws of the Economic Development Advisory Committee of the Capital Area Council of Governments

Article I – Purpose

Under Chapter 391 of the Texas Local Government Code, the purpose of regional planning commissions like the Capital Area Council of Governments (CAPCOG) is to “make studies and plans to guide the unified, far-reaching development of a region, eliminate duplication, and promote economy and efficiency in the coordinated development of a region.” In support of this goal, CAPCOG has been receiving Partnership Planning Assistance funding from the U.S. Economic Development Administration (EDA) since 1989 to lead locally-based, regionally driven economic development planning and serve as a coordinating mechanism for collaboration that will guide the economic prosperity and resiliency of the region.¹

One of the requirements of this funding is to appoint a Comprehensive Economic Development Strategy (CEDS) Committee that represents the main economic interests of the region that will develop and approve a CEDS that meets EDA’s requirements and will help guide EDA in making other grants within the region. CAPCOG has established the Economic Development Advisory Committee (EDAC) in order to fulfill this role.

The primary responsibilities of the EDAC are:

1. To develop, recommend adoption of, and recommend updates to a CEDS as a regionally-driven plan designed to:
 - a. Support economic development goals of communities
 - b. Promote employment opportunities for all residents, and
 - c. Create a foundation for business growth throughout the region;
2. To promote economic growth in Texas State Planning Region 12; and
3. To coordinate economic development planning with transportation planning, community development programs, job training programs, and other programs and activities that might stimulate the region’s economic betterment.

Final approval of a CEDS is subject to approval by CAPCOG’s Executive Committee and, in accordance with federal law, must be available for public comment at least 30 days prior to final approval. This period can occur either prior to action by the EDAC or between the time the EDAC recommends approval and the Executive Committee takes final action.²

Article II – Membership

Number

The EDAC is composed of 30 voting members appointed by the Executive Committee, plus one non-voting Executive Committee liaison from amongst its members.

CAPCOG’s Director of Regional Planning and Services is designated as the staff liaison to the committee.

¹ 13 CFR §§303.6 - 303.7

² 13 CFR §303.6(b)(2)

Qualifications

Committee members must reside in or be employed in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, or Williamson Counties. As specified under federal law, members must represent the main economic interests of the region, which may include:

1. The private sector;
2. State and other public officials;
3. Community leaders;
4. Private individuals;
5. Representatives of workforce development boards;
6. Institutions of higher education;
7. Minority groups;
8. Labor groups; and
9. Others who can contribute to and benefit from improved economic development in the region.

Term

1. The term of appointment for a member of the Committee shall begin on the date of appointment by the CAPCOG Executive Committee, and be through the first Executive Committee meeting of each even-numbered year.
2. A member may be reappointed by the CAPCOG Executive Committee.
3. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term; a replacement appointment does not necessarily have to represent the same economic interest represented by the member being replaced.
4. A member may be removed for good cause by the CAPCOG Executive Committee.

Vacancy

A vacancy occurs when

1. A member dies;
2. A member's term expires and the member is not reappointed; or
3. A member resigns in writing to the CAPCOG staff liaison and the Committee Chair with notification to the Executive Committee at its next regular meeting; or
4. A member is removed; or
5. A member no longer satisfies the qualification requirements.

Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting committee member absences will be maintained by the staff liaison. If a member is unable to attend a scheduled meeting, notification must be made to the staff liaison at least five business days prior to the meeting for an absence to be excused in order to allow sufficient time to ensure there will be a quorum. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.
3. A member is no longer considered in good standing and is subject to removal when, within one calendar year, he or she has unexcused absences for more than 50 percent of the actual number of meetings held. The staff liaison shall notify a member in writing if they become subject to removal due to this policy.
4. If the staff liaison decides to remove a member due to attendance, he or she will notify the committee member in writing.

5. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Article III – Officers

Election

The Committee shall elect a Chair and Vice-Chair from among its members. Election of a Chair and Vice-Chair will occur at the first meeting of each even-numbered calendar year.

Term

1. Officers serve a two-year term that expires on the date of the first meeting of the next even-numbered year following their election.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy

In the event either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.

Duties

1. The Chair shall preside at all meetings of the Committee.
2. In the case of a tie during a vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.
3. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Committee.
4. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.

Other Officers

The Committee may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the members at any regularly scheduled meeting where a quorum is present.

Article IV – Meetings

Regular

1. The Committee shall meet at least once per quarter on a day, time, and place specified by the staff liaison.
2. Written notice, including an agenda, of each regular meeting, shall be prepared by the CAPCOG liaison and electronically transmitted to each member at least 72 hours prior to the meeting start time.

Special

1. The Committee shall meet specially if called by the CAPCOG Executive Director, the staff liaison, the Chair, or requested in writing by at least one-third of the membership of the Committee, excluding vacancies.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to

the purpose or purposes described in the request may be conducted at a special meeting.

3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A member may not transfer voting rights by proxy.

Open Meetings and Records

1. All meetings of the Committee shall be open to the public. CAPCOG's Executive Committee considers the Committee is considered strictly advisory and therefore the Committee's meetings are not considered meetings of a "government entity" subject to the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).
2. Minutes of Committee meetings, documents distributed, and other records are property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule. These materials are available for public view, at the CAPCOG offices or upon receipt of a written request by the interested party.
3. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of Committee meetings.
4. If a meeting lacks a quorum needed for action, any items on the meeting agenda that do not require a quorum may be discussed at the discretion of the Chair, rather than cancelling the meeting. In such situations, the staff liaison shall prepare minutes of the meeting and attendance will be recorded.

Professional Conduct

Members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability or age. In the event a member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the CAPCOG Executive Committee and if appropriate, to recommend removal from the committee to the Executive Committee.

Article V – Subcommittees

1. Ad hoc subcommittees may be appointed by the Chair or the staff liaison with the approval of the Committee and shall serve for special purposes to comply with special needs.
2. Membership on ad hoc subcommittees shall be established to achieve the purpose for which the subcommittee was created. Members of the Committee that are not in good standing are not eligible to appointment to ad-hoc subcommittees.
3. The method for calling ad hoc subcommittee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc subcommittee membership to discharge their responsibility.
4. Chairs of the ad hoc subcommittees shall be appointed by the Chair of the EDAC.

Article VII – Amendments

The CAPCOG Executive Committee may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

Bylaws History

Adopted 6/14/2023

Revised 12/13/2023

Revised 2/12/2025