

**BYLAWS  
OF  
SMART CITY BOARD**

**ARTICLE I  
NAME**

The name of the organization shall be the Smart City Board, herein referred to as “the Board”.

**ARTICLE II  
INTENT**

**SECTION 1:** The Board shall act in an advisory capacity to the City Council.

**ARTICLE III  
OFFICERS**

**SECTION 1:** The Chairperson, Vice-Chairperson shall be elected during the January Board meeting each year for a one (1) year term. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. In the event of a vacancy in the office of the Vice-Chairperson, the Chairperson shall appoint a Board member to temporarily assume the duties of that office until the next regular meeting at which time an election will be held to fill such vacancy.

**SECTION 2:** The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Board shall elect a Chair-Pro Tem.

**SECTION 3:** The Recording Secretary of the Board shall be a staff member named by the City Manager or their designee. The Recording Secretary shall prepare and maintain minutes of all Board meetings.

**ARTICLE IV  
MEMBERS**

**SECTION 1:** The Board shall be composed of seven (7) regular members appointed by City Council in November, each of which shall be appointed for two-year terms. Each member shall be a qualified voter in the City and shall have been a resident of the City for at least twelve (12) months preceding the date of appointment. Members shall be appointed by City Council in accordance with the rules and regulations governing Board appointments.

**SECTION 2:** City staff liaisons for this Board shall include representative(s) from Enterprise Solutions Department and Public Works Department. Staff liaison(s) shall not be a voting member of the Board and shall not count towards a quorum.

**SECTION 3:** The City Council may designate a Council liaison to attend meetings of the Board. The Council liaison shall not be a voting member of the Board and shall not count towards a quorum.

## ARTICLE V MEETINGS

**SECTION 1:** Regular quarterly meetings of the Board will be held in the Second Floor Conference Room of Town Center, 255 Parkway Boulevard, Coppell, Texas, unless otherwise designated. The Board shall hold such special meetings as shall be called by the Chairperson or upon written request of at least two (2) members of the Board or at the request of the City Council.

**SECTION 2:** The order of business for each meeting shall be as contained in an agenda prepared by the Board Chairperson or designated representative. Any Board member or citizen of Coppell may submit items to the Chairperson to be considered for the agenda.

**SECTION 3:** All meetings require a quorum of four (4) voting members. A voting member is defined as a regular member who has been appointed by Council.

**SECTION 4:** Four (4) voting members of the Board shall constitute a quorum for the purpose of transaction of business, and no action of the Board shall be valid or binding unless adopted by an affirmative vote of four (4) or more members of the Board unless otherwise authorized by the laws of the State of Texas.

**SECTION 5:** All meetings of the Board shall be open to the public unless otherwise permitted by law and shall be subject to the Open Meetings Act.

**SECTION 6:** The Board shall submit to the City Council a copy of the minutes of each regular and special meeting with a list of any members absent from such meetings.

**SECTION 7:** If a regular Board member is absent for three (3) consecutive regularly scheduled meetings, or 25% of the regularly scheduled meetings within a 12-month period, said member shall be removed from the Board, and the City Council shall fill the unexpired term.

**SECTION 8:** Should any member of the Board choose to abstain from voting on any question before the Board, where no declared conflict of interest exists, the abstention shall be recorded as an affirmative vote in favor of the motion pending before the Board in the official minutes of the Board.

## ARTICLE VI POWERS AND DUTIES

**SECTION 1:** The Board shall have the following powers and perform the following duties:

- A. Abide by applicable ordinances of the City of Coppel and follow the rules and regulations prescribed by the City Council for the conduct of its business.
- B. Adopt bylaws governing Board actions, proceedings and deliberations, subject to approval by the City Council.
- C. Act in an advisory capacity to the City Council, City Manager, and Enterprise Solutions/Public Works staff in matters pertaining to technology related to Vision 2040.
- D. Promote the pillars and goals of the Vision 2040 Plan adopted by City Council and cooperate with other governmental agencies and civic groups in the advancement of these pillars and goals.
- E. Receive suggestions and recommendations from citizens and industry leaders relating to technology trends and best practices.
- F. Maintain and represent a forward-thinking viewpoint, perspective, and approach.
- G. Provide assistance and subject matter expertise for on-going technology needs to meet the goals of the Vision 2040 plan.