

**BYLAWS
OF
FUTURE ORIENTED APPROACH TO RESIDENTIAL DEVELOPMENT TASK
FORCE**

**ARTICLE I
NAME**

The name of the organization shall be the Future Oriented Approach to Residential Development Task Force, herein referred to as “the Task Force”.

**ARTICLE II
INTENT**

SECTION 1: The Task Force 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 Task Force 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 Task Force 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 Task Force. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Task Force shall elect a Chair-Pro Tem.

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

**ARTICLE IV
MEMBERS**

SECTION 1: The Task Force 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 liaison for this Task Force shall include a representative(s) from the Community Development Department.

ARTICLE V MEETINGS

SECTION 1: Regular quarterly meetings of the Task Force will be held on the first Wednesday of each quarter at 6:00 p.m. in the Second Floor Conference Room of Town Center, 255 Parkway Boulevard, Coppell, Texas, unless otherwise designated. The Task Force shall hold such special meetings as shall be called by the Chairperson or upon written request of at least two (2) members of the Task Force 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 Community Development Director or designated representative and the Task Force Chairperson. Any Task Force member or citizen of Coppell may submit items to the Chairperson or Community Development Director 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 Task Force shall constitute a quorum for the purpose of transaction of business, and no action of the Task Force shall be valid or binding unless adopted by an affirmative vote of four (4) or more members of the Task Force unless otherwise authorized by the laws of the State of Texas.

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

SECTION 6: The Task Force 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 Task Force 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 Task Force, and the City Council shall fill the unexpired term.

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

ARTICLE VI POWERS AND DUTIES

SECTION 1: The Task Force shall have the following powers and perform the following duties:

- A. Abide by applicable ordinances of the City of Coppell and follow the rules and regulations prescribed by the City Council for the conduct of its business.
- B. Adopt bylaws governing task force actions, proceedings and deliberations, subject to approval by the City Council.
- C. Act in an advisory capacity to the City Council, City Manager and Community Development Director in matters pertaining to the future of residential development.
- 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 relating to housing options.
- F. Review the potential for future housing options with the Community Development Director.
- G. Provide assistance for on-going housing needs to meet the goals of the Vision 2040 plan.
- H. Unless deferred, provide an annual report to the City Council regarding its goals and objectives and its input for future housing options.

ARTICLE VII AMENDMENT

SECTION 1: These bylaws may be amended only by majority vote of the members of the Task Force, and approval of the City Council.