

**Brushy Creek Municipal Utility District  
Community Center Advisory Committee Bylaws**

**March 21, 2024**

The purpose of the Community Center Advisory Committee (CCAC) is to provide an opportunity for interested volunteers within Brushy Creek Municipal Utility District (District) to provide meaningful input and assistance to District to improve the Community Center and its operations for the benefit of the Brushy Creek community. The CCAC will work with District staff to implement the directives of the District's Board of Directors, and to gather information and opinions from the public for purposes of sustaining and enhancing the recreational programs and operations of the Community Center.

**A. Committee Composition**

1. General members: The General Members of the Committee shall be volunteers who are members in good standing of the Community Center. It is the intent of the District that the Committee membership includes a variety of District residents and users reflective of the diversity within the community as well as the diverse recreational interests of the Community. Any person fulfilling these requirements may request appointment to the CCAC, in writing, for consideration by the Board of Directors.
2. Parks and Recreation Advisory Committee Representative: A representative of the District Parks and Recreation Advisory Committee who is a member in good standing of the Community Center shall serve on the Committee as a voting member in order to provide input on various parks and recreational matters and to serve as a link between both advisory Committees.
3. District Staff Member: The General Manager and/or his designee (GM) shall serve on the Committee and will provide the Committee with information regarding the Community Center's programs and operations, access to District personnel, and to supplies.
4. Ex-Officio Board members: The District Board of Directors will appoint a Primary Ex-Officio board member and one Alternate Ex-Officio board member. Ex-Officio board members shall interface between the Committee and the Board, provide pertinent information about conflicts with District programs and/or policies and information in order to carry out Committee activities. The Alternate Ex-Officio board member need only attend meetings in the absence of the Primary Ex-Officio board member.

**B. Terms and Removal**

1. The District Board of Directors shall appoint the General Members of the Committee. Each member must sign the District Code of Ethics Policy prior to serving on the Committee. The Committee roster will be evaluated annually by the Board of Directors during quarter two of each Fiscal Year.
2. The District Board of Directors retains the right to remove a Committee member for any reason.

### **C. Meetings**

1. All regular meetings of the CCAC are open to the public and shall be conducted in accordance with the Texas Open Meetings Act.
2. All regular meetings shall be held at the District Community Center located at 16318 Great Oaks Drive or at an alternative location designated by the Committee.
3. Regularly scheduled bi-monthly meetings as identified (Jan, Mar, May, Jul, Sept, Nov) are held on the first Monday of the month starting at 6:00 p.m. Should a regularly scheduled meeting fall on a holiday, the Committee Chair may move the meeting to another date or cancel the meeting if mutually agreed upon by the Committee Chair, General Manager, and the Ex-Officio director.
4. The Committee shall adjourn its meeting when staff or a Board member cannot be present to secure the building, and if alternative arrangements have not been made for such purposes.

### **D. Special Meetings**

The Chair of the Committee can call special meetings of the Committee. No special meeting may displace any scheduled programs at the Community Center. Notice of the special meeting must be given to all Committee members and should be scheduled at a date and time that the majority of the Committee members can attend.

### **E. Sub-Committees**

The Chair of the Committee may appoint a sub-committee composed of at least one voting member of the Committee and other community volunteers in order to expedite Committee functions. Summaries of all sub-committee meetings shall be in writing, including a list of members present, and shall be presented to the CCAC at its next regular monthly meeting.

### **F. Agendas**

The District Board of Directors, Staff, or any Committee member may request items for consideration at the regular Committee meetings. The Committee Chair shall prepare all meeting agendas and shall file all agendas with the District's office as required by state law. Committee members shall receive an agenda and packet at least three (3) days prior to the meeting.

### **G. Quorum**

A quorum shall consist of 25% of the voting members appointed to the Committee.

### **H. Committee Officers**

1. The CCAC will elect a Committee Chair, Vice-Chair, and Secretary from its members (excluding Ex-Officio Board members and District staff). The elections shall occur at the regularly scheduled Committee meeting during quarter two of each Fiscal Year. Maximum term of office for any one position is two years.

2. The Chair generally prepares meeting agendas; presides over meetings; interacts with District Ex-Officio members and staff; presents a monthly report with recommendations to the District Board of Directors; appoints sub-committees; calls special meetings; and assumes other responsibilities as directed by the Committee action or the Board of Directors, or requested by District staff.
3. The Vice-Chair assists the Chair as needed; and fulfills duties of the Chair in his/her absence.
4. The Secretary prepares meeting minutes; provides a copy of monthly meeting minutes to the Chairperson for review and approval at the next Committee meeting; compiles a record of any supplementary reports and keeps a calendar of events.
5. The Committee Chair may not serve as chair for another advisory committee at the same time; however, they may serve as vice-chair or secretary of another advisory committee at the same time. The vice-chair and secretary of the Committee may serve in the same capacity on another advisory committee at the same time.

## **I. Powers and Duties**

1. The CCAC is a Committee of volunteers appointed by the District Board of Directors for purposes of serving as a liaison between the Board and the community with respect to Community Center matters. The CCAC shall assist the District Board of Directors and District management staff by carrying out the directives of the Board of Directors and by providing input and recommendations to the Board of Directors regarding the Community Center. The CCAC is not a corporate entity and is not authorized to spend or commit the funds of the District, is not authorized to direct District staff, and is not authorized to obligate District by contract or otherwise. The Board of Directors recognizes that the assistance of the CCAC is critical to the success of the Community Center. The Board of Directors expects its staff to provide assistance to the Committee and is committed to providing the Committee with the support and information it needs to accomplish its purposes. Activities of the Committee include the following:
  - (a) Interact with District staff and the public in order to gather and analyze information and to make recommendations to the District's Board of Directors regarding the programs, services and functions of the Community Center;
  - (b) Carry out the directives of the Board of Directors including, where authorized by the Board, meeting with District staff and consultants regarding Community Center matters; and
  - (c) Interact with the District community, after Board authorization, in order to disseminate information and gather feedback regarding recreational programs and Community Center operations for consideration by the Board of Directors.
2. All recommendations of the Committee to the District Board of Directors shall be presented at a District board meeting by an authorized representative of the Committee. Supplemental written summaries shall be supplied as deemed necessary by Committee action.
3. The District Board of Directors shall be provided with copies of all meeting minutes of the Committee after approval by the Committee. The Board of Directors will prepare and approve special minutes for meetings at which a quorum of Board members is present.

4. The Committee may vote to recommend removal of any Committee officer by a 2/3 vote of the voting members of the Committee. Only the Board of Directors of District may remove Committee members or appoint replacements.

**J. Amendment to Bylaws**

The Board of Directors of the District may alter, amend or repeal these Bylaws and adopt new bylaws, or dissolve the CCAC, at any time. The Committee may recommend to the District Board of Directors proposed amendments to these Bylaws only upon a 2/3 majority vote of a quorum of voting Committee members, but no such recommendation is binding upon the Board and shall not be effective unless adopted by the Board. In no event shall the Bylaws be amended to conflict with District Rules and Regulations pertaining to Committees or other District Policies. In the event of any conflict, the District Rules and Regulations shall supersede and prevail.

Revised: Oct 24, 2013

Revised: Oct 10, 2019

Revised: Feb 24, 2022

Revised: Jan 26, 2023

Revised: Mar 7, 2024 – Approved by CCAC

Revised: Mar 21, 2024