

Exhibit A

Capital Improvements Advisory Committee Procedural Rules

City of League City, Texas Adopted Pursuant to Texas Local Government Code §395.058(e)

PURPOSE AND STATUS OF THIS DOCUMENT

These procedural rules are required by Texas Local Government Code §395.058(e), which mandates that the governing body adopt procedural rules for the Capital Improvements Advisory Committee. They are presented as Exhibit C to the Council for adoption concurrently with the resolution establishing the CIAC. The rules must be in place before the Committee begins any substantive work. City Council retains authority to amend these rules at any time by resolution.

IMPORTANT — WHAT THESE RULES DO NOT ADDRESS

These rules govern the Committee's internal operations only. They do not establish the capital recovery fee, the capital improvements plan, or land use assumptions. Those actions require separate statutory processes under Texas Local Government Code Chapter 395, including public notice, public hearings, CIAC review and comment, an independent financial audit, and a two-thirds supermajority vote of City Council. Nothing in these rules accelerates, shortcuts, or substitutes for any step in that process.

Rule	Subject	Provision
ARTICLE I — GENERAL PROVISIONS		
1.1	Name	These are the Procedural Rules of the Capital Improvements Advisory Committee ("Committee" or "CIAC") of the City of League City, Texas, adopted pursuant to Texas Local Government Code §395.058(e).
1.2	Authority and Purpose	The Committee is established under Texas Local Government Code Chapter 395 to advise City Council on capital improvements planning, capital recovery fees, and related matters as provided by statute. The Committee serves in an advisory capacity only. It has no authority to approve, disapprove, or modify land use assumptions, the capital improvements plan, or capital recovery fees. All final actions rest with City Council.
1.3	Statutory Duties	The Committee's duties are prescribed by §395.058(c) and include: (1) advising and assisting the City in adopting land use assumptions; (2) reviewing the capital improvements plan and filing written comments; (3) monitoring and evaluating implementation of the capital improvements plan on an ongoing basis; (4) filing semiannual reports on the progress of the capital improvements plan and reporting any perceived inequities in implementing the plan or imposing capital recovery fees; and (5) advising the City of the need to update or revise the land use assumptions, capital improvements plan, and fees. Duties (3), (4), and (5) are ongoing and apply in every year of the Committee's existence, whether or not a capital recovery fee update is underway.
1.4	Relationship to State Law	These rules are adopted in accordance with and subject to Texas Local Government Code Chapter 395. In the event of a conflict between these rules and the requirements of Chapter 395 or any applicable state law, state law controls.

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1.5	Amendment of Rules	These rules may be amended by City Council at any time by resolution. The Committee may recommend amendments to City Council but has no authority to amend its own rules.
ARTICLE II — MEMBERSHIP		
2.1	Composition	The Committee shall consist of five (5) members appointed by majority vote of City Council. Not less than three (3) members—representing not less than 50 percent of the total membership—shall be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. The remaining members shall serve as at-large seats and may be filled by any qualified League City resident. (See Exhibit A to the Council Data Sheet for full membership criteria and seat profiles.)
2.2	Terms	Members shall serve two-year terms. Terms shall be staggered so that no more than three seats expire in the same calendar year. Members may be reappointed for additional terms at Council's discretion. Initial term lengths shall be assigned by Council at the time of first appointment to establish the stagger.
2.3	Vacancies	A vacancy occurring mid-term shall be filled by City Council appointment for the remainder of the unexpired term. A member appointed to fill a vacancy shall be eligible for reappointment to a full term.
2.4	Removal	Members serve at the pleasure of City Council and may be removed at any time by majority vote of City Council. Additionally, a member who misses three (3) consecutive regular meetings, or a total of four (4) regular meetings in any twelve-month period, without approval from the Chair, shall be subject to automatic referral to City Council for review and potential removal. The City staff liaison shall notify City Council when this threshold is reached.
2.5	Resignation	A member wishing to resign shall submit written notice to the Chair and the City staff liaison. The resignation is effective upon receipt unless a later effective date is specified.
2.6	Industry Seat Vacancy	If a vacancy in an industry seat causes the Committee's industry representation to fall below 50 percent of seated members, the Committee shall not conduct official business requiring a vote until the vacancy is filled or until City Council determines in writing that the remaining composition satisfies the statutory requirement.
ARTICLE III — OFFICERS		
3.1	Officers	The Committee shall have a Chair and a Vice Chair elected annually by majority vote of the seated members at the first regular meeting of each calendar year.
3.2	Chair Duties	The Chair shall preside at all meetings, ensure that meetings are conducted in accordance with these rules, sign official Committee reports and correspondence, and serve as the primary point of contact between the Committee and City staff.

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3.3	Vice Chair Duties	The Vice Chair shall perform the duties of the Chair in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting at which a quorum is present, the seated members shall elect a temporary presiding officer for that meeting.
3.4	Staff Liaison	The City Manager shall designate a City staff liaison to the Committee. The staff liaison is not a member of the Committee, has no vote, and shall not participate in Committee deliberations on pending matters. The staff liaison shall: provide administrative support; coordinate meeting logistics and notices; maintain Committee records; and serve as the channel for communications between the Committee and City departments.
ARTICLE IV — MEETINGS		
4.1	Regular Meetings	The Committee shall hold not fewer than two (2) regular meetings per calendar year on a schedule established at the first meeting of each year and filed with the City Secretary. Regular meetings shall be held in a publicly accessible City facility. The schedule shall be set to allow the Committee to fulfill its semiannual reporting obligation under Rule 7.1.
4.2	Special Meetings	The Chair, or any three (3) members, may call a special meeting with not less than 96 hours' advance written notice to all members and the City staff liaison. Special meetings shall be limited to the agenda items stated in the call notice.
4.3	Meeting Notice	The City staff liaison shall provide written notice of each regular and special meeting to all members not less than 72 hours before the meeting. Notice shall include the date, time, location, and proposed agenda. Notices shall be posted in accordance with the Texas Open Meetings Act.
4.4	Open Meetings	All Committee meetings shall be conducted in accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code. The Committee may convene in closed session only as expressly authorized by that Act. The staff liaison shall advise the Committee on Open Meetings Act requirements.
4.5	Additional Meetings During Active Update Cycles	During an active capital recovery fee update or amendment process, the Committee shall meet as frequently as necessary to keep pace with the statutory notice and hearing schedule under Texas Local Government Code §395.042 through §395.057. Additional meetings shall be called pursuant to Rule 4.2.
4.6	Cancellation for Lack of Quorum	If a quorum as defined in Rule 5.1 cannot be achieved, the Chair or staff liaison shall cancel the meeting and provide notice to all members as soon as practicable. A cancelled meeting shall be rescheduled within 30 days unless the Chair determines that no agenda business requires action within that period. Repeated cancellations due to industry-seat absences shall be reported to City Council as part of the next semiannual report.
4.7	Agenda	The Staff Liaison, in consultation with the Chair, shall prepare the agenda for each meeting. Any member may request that an item be placed on the agenda by submitting a written request to the Chair no later than ten (10) business days before the meeting. The staff liaison shall distribute the agenda and any supporting materials to members not less than 72 hours before the meeting.

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4.8	Minutes	The staff liaison shall prepare minutes of each meeting. Draft minutes shall be distributed to members within 10 business days of the meeting and presented for approval at the next regular meeting. Approved minutes shall be filed with the City Secretary and made available for public inspection.
ARTICLE V — QUORUM AND VOTING		
5.1	Quorum	A quorum shall consist of three (3) members, provided that at least two (2) of the three members present hold industry seats as defined in Rule 2.1. No official business may be conducted, and no vote may be taken, in the absence of a quorum. A member who has recused themselves under Rule 6.3 is not counted as present for quorum purposes with respect to the matter on which they have recused.
5.2	Voting	Action by the Committee requires an affirmative vote of a majority of members present and voting, provided a quorum exists. Each member has one vote. The Chair votes on all matters.
5.3	Abstentions	A member who abstains from a vote, other than by reason of a recusal required under Rule 6.3, shall be counted as present for quorum purposes but not as voting. Abstentions shall be recorded in the minutes.
5.4	No Proxy Voting	Proxy voting is not permitted. A member must be physically present to vote.
5.5	Tie Votes	In the event of a tie vote, the motion fails. A failed motion may be reconsidered at the next subsequent meeting.
ARTICLE VI — CONFLICTS OF INTEREST		
6.1	Disclosure Required	A member who has a substantial interest in a business entity or real property that may be affected by a matter before the Committee, as defined by Chapter 171, Texas Local Government Code, shall disclose that interest in writing to the Chair and the staff liaison before the Committee takes any action on the matter. Disclosure shall be made at the earliest practicable time and no later than the beginning of the meeting at which the matter is considered.
6.2	Broader Disclosure Standard	In addition to the requirements of Rule 6.1, a member shall disclose any financial or personal interest—direct or indirect—in any matter before the Committee that a reasonable person would consider likely to affect the member's impartiality, even if the interest does not meet the threshold of Chapter 171. Disclosure shall be noted in the minutes.
6.3	Recusal	A member required to disclose a substantial interest under Chapter 171 shall recuse themselves from all deliberation and voting on the matter and shall leave the meeting room during that deliberation and vote. Recusal shall be noted in the minutes. A member who has disclosed a lesser interest under Rule 6.2 should recuse themselves and, if uncertain, shall seek guidance from the City Attorney before participating.
6.4	City Attorney Guidance	Members are encouraged to consult the City Attorney regarding potential conflicts before a meeting at which a conflict may arise. The City

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		Attorney's guidance does not substitute for a member's independent obligation to comply with applicable state law.
ARTICLE VII — REPORTING		
7.1	Semiannual Reports	The Committee shall prepare and file a written semiannual report with City Council not less than twice per calendar year. The report shall be filed within 30 days following the close of each reporting period (March 31 and September 30). Each semiannual report shall address, at minimum: (1) status of capital improvements identified in the current capital improvements plan; (2) capital recovery fee fund balances and expenditures since the last report; (3) whether fees are being applied consistently and equitably; (4) any perceived inequities in the implementation of the plan or imposition of fees; and (5) whether the Committee recommends initiating an update or revision of the land use assumptions, capital improvements plan, or fees.
7.2	Update-Cycle Written Comments	During an active capital recovery fee update or amendment process, the Committee shall file written comments on proposed land use assumptions, the capital improvements plan, and proposed fees as required by Texas Local Government Code §395.050 and §395.056. Written comments shall be filed before the tenth business day prior to the applicable public hearing. The Chair shall sign and transmit comments on behalf of the Committee.
7.3	Report Preparation	The staff liaison shall prepare a draft of each semiannual report for Committee review and approval. The Committee shall review and approve each report by majority vote at a duly noticed meeting. Approved reports shall be transmitted to the City Manager and City Council and filed with the City Secretary.
7.4	Special Reports	The Committee may prepare and file special reports or recommendations with City Council at any time on matters within its statutory authority. Special reports require approval by majority vote of the Committee at a duly noticed meeting.
ARTICLE VIII — RECORDS AND PUBLIC ACCESS		
8.1	Public Records	All Committee records, including agendas, minutes, reports, written comments, and disclosures, are public records subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Records shall be maintained by the City staff liaison and filed with the City Secretary.
8.2	Hearing Records	A record shall be made of any public hearing conducted under Chapter 395. Hearing records shall be maintained by the City and made available for public inspection for at least 10 years after the date of the hearing, as required by §395.072.
8.3	Professional Reports	The City shall make available to the Committee all professional reports related to the development and implementation of the capital improvements plan, as required by §395.058(d).
ARTICLE IX — GENERAL RULES OF ORDER		

Rule	Subject	Provision
9.1	Parliamentary Authority	Meetings of the Committee shall be conducted in accordance with these rules. On matters not addressed by these rules, the current edition of Robert's Rules of Order shall govern to the extent consistent with these rules and applicable state law.
9.3	Effective Date	These rules are effective upon adoption by City Council and shall remain in effect until amended or rescinded by City Council.

ADOPTED BY CITY COUNCIL OF THE CITY OF LEAGUE CITY, TEXAS

Ordinance No. _____

Date: _____