



Region 3 Trinity

Regional Flood Planning Group

Bylaws

Adopted October 27, 2020

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ARTICLE I. Names

Section 1 Organization

The official name of this organization shall be the Region 3 Trinity Regional Flood Planning Group (hereinafter “Region 3 Trinity RFPG”).

Section 2 Flood Planning Region

The official name and boundaries of the flood planning region designated by the Texas Water Development Board (hereinafter “TWDB”) in accordance with Senate Bill 8 of the 86th Regular Texas Legislature on April 9, 2020, shall be the “Region 3 Trinity Flood Planning Region” (hereinafter “Region 3 Trinity FPR”).

ARTICLE II. Establishment and Purpose

The Region 3 Trinity was established by the TWDB on October 1, 2020, through the designation of initial flood planning group members. The purpose of the Region 3 Trinity is to carry out the responsibilities placed on regional flood planning groups as required by Texas Water Code Chapter 16 and TWDB rules, including 31 Texas Administrative Code (TAC) Chapters 361 and 362.

ARTICLE III. Principal Administrative Office and Planning Group Sponsor

The principal administrative office of the Region 3 Trinity RFPG shall be the principal business offices of the planning group sponsor. The administrative officer of the Region 3 Trinity RFPG for purposes of the Texas Open Records Act shall be an individual designated by the planning group sponsor. The Chair of the Region 3 Trinity RFPG shall ensure that the mailing address and physical address of the principal office and administrative officer are provided to all members of the Region 3 Trinity RFPG and the Executive Administrator of the TWDB.

The planning group sponsor is defined by the Region 3 Trinity RFPG as the office of a political subdivision that conducts administrative duties on behalf of the Region 3 Trinity RFPG. The duties of the planning group sponsor include: posting of notices for meetings, performing required mail-outs, scheduling of facilities for meetings, receiving mail and/or required submittals (paper or electronic) on behalf of the Region 3 Trinity RFPG, providing a staff member to act as the Administrative Officer for purposes of the Texas Open Records Act, and other similar duties.

The planning group sponsor and Administrative Officer designated to act on behalf of the Region 3 Trinity RFPG shall be named by the Region 3 Trinity RFPG by consensus or with not less than two-thirds (2/3) favorable vote of the members present at a properly posted meeting with the item posted in accordance with the Region 3 Trinity RFPG rules.

ARTICLE IV. Responsibilities

The Region 3 Trinity RFPG shall have the responsibility for performing the functions defined in Texas Water Code, Chapter 16 and in 31 TAC Chapters 361 and 362 related to regional flood planning for the Region 3 Trinity RFPG. Foremost among those responsibilities shall be the development of a regional flood plan for the Region 3 Trinity FPR that identifies flood risks, establishes flood mitigation and floodplain management goals, and recommends evaluations, strategies, and projects to reduce flood risks.

ARTICLE V. Voting Membership

Section 1 Composition

The initial voting members of the Region 3 Trinity RFPG shall be comprised of the initial flood planning group members as designated by the TWDB on October 1, 2020. The Region 3 Trinity RFPG may subsequently add additional voting members through a process in conformance with these bylaws, specifically Section 4 of this Article.

The Region 3 Trinity RFPG shall at all times, maintain each of the required voting positions listed in 31 TAC §361.11(e) (Table 1). However, if the Region 3 Trinity RFPG does not have an interest in one of the categories, then the Region 3 Trinity RFPG shall so advise the Executive Administrator of the TWDB and an individual member designation may not be required.

The Region 3 Trinity RFPG shall provide a current list of its voting and non-voting positions and the individual member name that fills each position to the TWDB.

Table 1. Required Voting Positions of the RFPG

Interest Classification	Number of Members on RFPG
Agriculture	1
Counties	1
Electric Generating Utilities	1
Environmental Interests	1
Flood Districts	1
Industry	1
Municipalities	1
Public	1
River Authority	1
Small Business	1

Water Districts	1
Water Utilities	1
Total	12

The voting membership of the Region 3 Trinity RFPG shall not exceed 18 members.

Section 2 Terms of Office

The terms of all initial voting members shall expire on July 10, 2023. Upon the expiration of the initial terms, all voting members shall draw lots for additional terms of five years or two years, such that half of the voting members' terms will expire in two additional years and the other half in five additional years. If there is an odd number of voting members at the time that lots are drawn, one more than half shall draw lots for the two-year terms.

Except for the initial terms of the initial voting members and the two-year terms described above, all subsequent terms of office for voting members shall be five years, the goal of staggering the terms of office having been accomplished. There are no limits to the number of terms a member may serve. Upon the expiration of a member's term, not less than two-thirds (2/3) favorable vote of the total voting membership shall be required for the member to continue to serve for a subsequent term. If a member fails to be affirmed for a subsequent term, then the voting members shall initiate procedures to appoint a successor utilizing the process set forth under Section 4 of this Article.

Section 3 Conditions of Membership

In order to be eligible for voting membership on the Region 3 Trinity RFPG, a person must be capable of adequately representing the interest for which a member is sought, be willing to participate in the regional flood planning process, attend meetings, and abide by these bylaws.

Section 4 Selections of Members

4.1 Filling Vacancies

After a vacancy occurs of a voting member, the Chairman shall appoint a nominating committee to provide nominations at the next regular meeting of the RCWPG. Members' whose terms have expired shall continue to serve on the RFPG until such time as the vacancy created by the expired term has been filled. Selection of any voting member must be approved by two-thirds (2/3) of the voting members present at a properly posted meeting.

No later than ninety calendar days prior to the expiration of a voting member's term, or within forty-five calendar days after the removal of or unanticipated resignation of a voting member, the Region 3 Trinity RFPG shall post public notice on its website and any other relevant websites Region 3 Trinity soliciting nominations for a successor, identifying the particular interest for which the nomination is sought, stating the conditions of membership, delineating the method for submitting nominations, and establishing a deadline for submission

of nominations between thirty and forty-five calendar days from the date that public notice was posted. Members of the Region 3 Trinity RFPG may also submit nominations in the manner prescribed in the public notice.

Region 3 Trinity RFPG nominating committee shall receive and process the nominations and, no sooner than ten calendar days after the deadline for submitting nominations, shall recommend a nominee to the voting membership as a whole, giving strong consideration to a consensus nominee from those individuals and entities that collectively represent that interest. The nominating committee shall not be bound by the nominations received and may consider any person who meets the conditions of membership as a nominee. The voting membership as a whole shall not be bound by the recommendation of the nominating committee and may consider any person who meets the conditions of membership as a nominee.

The voting members shall attempt to select a successor by consensus. If efforts to reach consensus fail, the Chair shall call for a vote on a nominee. An affirmative vote of 2/3rds of the voting members present shall be required to appoint a successor. If the voting members fail to select a successor, the voting members shall consider other nominations until a successor can be selected by consensus or majority vote of the voting members present.

4.2 Adding and Removing New Voting Positions

In addition to selecting successor voting members to fill vacancies caused by removal or the expiration of a term, the Region 3 Trinity RFPG may, at any time, add additional voting positions including in any new interest categories or additional representatives of the required interest categories in Texas Water Code §16.062(c) and 31 TAC §361.11(e), that the RFPG considers appropriate for development of its RFP. The Region 3 Trinity RFPG must use the selection process set forth in this section for filling vacancies.

Adding any new voting position that increases the total number of voting positions may only occur upon a two-thirds affirmative vote of all existing voting members (31 TAC §361.11(i)).

If a new voting position is created, the existing voting members shall select a nominee to fill the new position by 2/3rds affirmative vote of the voting members present and shall determine by consensus, but not less than agreement of a 2/3rds affirmative vote of the voting members present, the exact applicability of the membership term provisions and restrictions to the new member at the time of the new members selection.

The Region 3 Trinity RFPG may, at any time, remove a voting position as long as the Region 3 Trinity RFPG maintains each of the required voting positions listed in 31 TAC §361.11(e) or as expanded per Article V Section 1 of these bylaws. Removal of a voting position requires a 2/3rds affirmative vote of all existing voting positions. If there is currently a member serving in the voting position to be removed, that member will be removed from their position and the Region 3 Trinity RFPG is not required to remove the voting member by the process set forth in Section 7 of this Article.

If upon the designation of initial flood planning group members by the TWDB on October 1, 2020, there is a vacant voting position for one or more of the required interest categories, the Region 3 Trinity RFPG shall solicit nominations by utilizing the selection process set forth in this section. A nominee may be selected to fill the vacant voting position upon a 2/3rds affirmative vote of the voting members present.

In both the consideration of nominees and the selection of new voting positions and members, the nominating committee and other voting members shall strive to achieve geographic, ethnic, and gender diversity.

4.3 *Outgoing Members*

Outgoing voting members shall be given the opportunity to fully participate in the selection process for their successors and shall serve until their successors take office. However, no member shall participate in a vote in which he or she is a nominee.

Because initial members continue to serve for additional terms of either two or five years at the end of their initial terms as set forth under Section 2 of this Article, this Section 4 shall not apply to the regular expiration of the initial terms of the initial members; however, this section shall apply to the selection of a successor for a removed voting member during the initial terms.

Section 5 Attendance

All members shall make a good faith effort to attend all Region 3 Trinity RFPG meetings. Records of attendance shall be kept by the Secretary at all Region 3 Trinity RFPG meetings and presented as part of the minutes. Voting members of the Region 3 Trinity RFPG that have recorded absences from three consecutive meetings, or at least one-half of the sum of all meetings in the preceding twelve months, shall be considered to have engaged in excessive absenteeism and shall be subject to removal from membership under Section 7 of this Article.

Section 6 Code of Conduct

Members and designated alternates of the Region 3 Trinity RFPG shall conduct the business of the Region 3 Trinity RFPG in an ethical manner and shall avoid any form or appearance of a conflict of interest, real or apparent, by observing the following:

- (a)** No member or designated alternate of the Region 3 Trinity RFPG shall:
- (1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers of services, materials, or equipment, including subcontractors under recipient contracts; or
 - (2) Participate in the selection, award, or administration of a procurement where the member or designated alternate has a financial or other substantive interest in the organization being considered for award. Such conflict may be due to any of the following having a financial or familial relationship with the organization:
 - (i) the member or designated alternate;
 - (ii) the member's or designated alternate's family;
 - (iii) the member's or designated alternate's business partner(s); or

(iv) a person or organization that employs, or is about to employ, any of the persons listed in (i)-(iii), above.

(3) Participate in any deliberation, decision, or vote that would constitute a conflict of interest under federal, state, or local law.

(b) Potential conflicts of interest shall be clearly stated by the voting member or designated alternate prior to any deliberation or action on an agenda item with which the voting member or designated alternate may be in conflict. Where the potential conflict is restricted to a divisible portion of an agenda item, the Chair may divide the agenda item into parts, at the Chair's discretion, for deliberation and voting purposes. An abstention from participation in deliberations, decisions, or voting and the reasons therefor shall be noted in the minutes.

Section 7 Removal of Voting Members

(a) Grounds for Removal of Voting Members. The following shall constitute grounds for removal of a voting member:

- (1) engaging in excessive absenteeism as defined under Section 5 of this Article
- (2) any willful violation, attempted or achieved, of the Public Information Act (Government Code Chapter 552) or the Open Meetings Act (Government Code Chapter 551);
- (3) failure to abide by the code of conduct provisions set forth under Section 6 of this Article;
- (4) change in status so that the member no longer represents the interest he or she was selected to represent;
- (5) falsifying documents;
- (6) any other serious violation of these bylaws as may be determined by the voting members; or
- (7) the voting member's designated alternate engages in any acts described in subdivisions (2), (3), (5) or (6) of this subsection.

(b) Process for Removing Voting Members. Voting members may be removed at any time for any of the grounds for removal of voting members set forth in subsection (a) of this section. Any member with knowledge or suspicion that a voting member or designated alternate has engaged in acts or that events have occurred constituting a ground for removal under subsection (a) of this section shall report such information or suspicion to the Chair. The Chair, upon discovering or receiving such information, shall make a written request to that member to verify or refute the alleged acts or events. The member shall provide a written response to the Chair within fifteen calendar days from the date of receipt of the Chair's request. Within five calendar days of receipt of the member's response, the Chair shall forward copies of the response to the voting members. If the Chair believes that a ground for removal may exist or if the member fails to provide a timely response to the Chair's request, the Chair shall confer with the Executive Committee regarding the matter. The Executive Committee may vote to place an item on the next subsequent agenda addressing the possible removal of the member. If the Chair does not believe that a ground for removal exists and indicates that he or she will not place an item on the next agenda addressing the possible removal, then a written request from five voting members will be required to place an item on a subsequent

meeting agenda addressing the possible removal of the member. At the meeting, all discussion and debate with regard to the possible removal shall take place in a closed, executive session, but the final vote on removal shall take place in an open meeting. During the executive session, the Chair shall lay out all of the correspondence and information that has been received related to the possible removal and the member subject to the possible removal may present evidence refuting or verifying the information presented. The voting members may remove the member by a 2/3rds affirmative vote of the voting members present. The member subject to the removal action shall not participate in any way in the removal vote, nor shall his or her membership count as part of the voting members present of calculating a 2/3rds affirmative vote.

ARTICLE VI. Non-Voting Membership

Section 1 Mandatory Members

The non-voting members of the Region 3 Trinity RFPG shall include the non-voting members listed in Table 2 which includes at a minimum those set forth in 31 TAC §361.11(f)(1)-(7). As necessary, the Region 3 Trinity RFPG shall include members designated by upstream or downstream RFPGs or members from neighboring RFPGs touching the Gulf Coast, as set forth in 31 TAC §361.11(f)(8)-(9). Such designees shall have no terms of office and shall serve until replaced by the designating entity. However, if the voting members decide by a 2/3rds affirmative vote of the voting members present, that a particular designee is hindering the regional flood planning efforts of the Region 3 Trinity RFPG, the Chair shall make a written request to the entity requesting the designation of another person to serve as the entity’s designee.

Table 2. Mandatory, Non-Voting Members of the RFPG

Interest Classification	Number of Members on RFPG	Required by rule or statute (*)
Texas Parks and Wildlife	1	*
Texas Division of Emergency Management	1	*
Texas Department of Agriculture	1	*
Texas State Soil and Water Conservation Board	1	*
General Land Office	1	*
Texas Water Development Board	1	*
Texas Commission on Environmental Quality	1	*

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United States Army Corps of Engineers	1	
National Weather Service West Gulf River Forecast Center	1	
Federal Emergency Management Agency	1	
Region 5 (Angelina-Neches/Neches-Region 3 Trinity Coastal) Liaison	1	
Region 6 (San Jacinto) Liaison	1	

In accordance with 31 TAC 361.11(f)(9), if RFPG must designate a non-voting member liaison to coordinate with neighboring RFPGs that also touch the Gulf Coast. Discretionary Members

The voting members of the Model RFPG may choose to create a new non-voting position to represent a specific entity by a two-thirds vote of the voting members present. The Chair shall make a written request within ten calendar days to the entity requesting the designation of a person to serve as the entity's designee. Such designees shall have no terms of office and shall serve until replaced by the designating entity or until the entity is removed as a non-voting member. However, if the voting members determine by a majority vote of the voting members present vote that a particular designee is hindering the regional flood planning efforts of the Model RFPG and that the entity should remain as a non-voting member, the Chair shall make a written request within ten calendar days to the entity requesting the designation of another person to serve as the entity's designee.

In addition to creating new non-voting positions for specific entities, the Model RFPG may, at any time, create non-voting positions for specific interest categories that the RFPG considers appropriate for development of its RFP by a two-thirds vote of voting members present. The Model RFPG must use the selection process set forth in Article V, Section 4.

Section 2 Code of Conduct

All non-voting members shall comply with the code of conduct provisions under Section 6 of Article V of these bylaws.

ARTICLE VII. Designated Alternates

Each member shall designate an alternate to represent him/her when he/she is unable to attend a meeting. Each member must notify the Chair in writing of the name and appropriate contact information of the member's designated alternate at least twenty-four hours prior to the first meeting at which the designated alternate will appear on behalf of the member. If the member fails to provide such notice, the Chair may forbid the participation of the designated alternate at the meeting or hearing. The Chair shall not recognize the

designation of more than one alternate per member at any given time. The Chair shall not recognize more than two alternate designations of any kind per member per calendar year unless the Region 3 Trinity RFPG expressly decides to waive this provision.

The designated alternate shall enjoy the same voting privileges, or lack thereof, and shall be bound by the same duties, terms, and conditions as the member they represent, except as otherwise provided in these bylaws. However, a designated alternate for a voting member who serves as an officer shall not be allowed to serve in the capacity as an officer in the member's absence.

The Chair shall provide each member with a current list of all members and their designated alternates.

ARTICLE VIII. Officers

Section 1 Officers, Restrictions, and Terms of Office

Voting members of the Region 3 Trinity RFPG shall select from the voting membership a Chair, Vice Chair, and Secretary to serve as officers. Each officer shall serve a term of two calendar years. However, the terms of the initial officers selected under Section 2 of this Article shall expire when the regular officers take office as provided under this Article. Except as provided under Section 4 of this Article, an officer shall serve until his or her successor takes office. No two voting members representing the same interest shall serve as officers at the same time. Elections shall be held annually, with no restrictions on the number of consecutive terms an individual may serve as an officer other than those that apply because of his or her status as a voting member under these bylaws.

Section 2 Selection

(a) Initial Officers. Within 90 days after the adoption of these bylaws, the voting members shall select initial officers. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus if possible, but not less than agreement of a 2/3rds of the voting members present.

(b) Regular Officers. Regular officers shall be selected biannually, at the first meeting of second year after the calendar year in which these bylaws were adopted. Written notice of the meeting to select officers shall be sent to all members of the Region 3 Trinity RFPG by the current Secretary thirty calendar days prior to the meeting. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus, but not less than agreement of 2/3rds of the voting members present.

Section 3 Removal of Officers

Any officer may be removed from office for any of the grounds for removal of voting members set forth under Article V of these bylaws, or for repeated failure to carry out the duties of the office. Removal of an officer shall be decided by a 2/3rds affirmative vote of the voting members present. Removal of an officer

shall be set as an agenda item at the next scheduled meeting upon written request signed by five voting members to the Chair or Secretary. The Chair or Secretary receiving the request shall notify the officer in writing that he or she shall be subject to a removal action at the next scheduled meeting. At the meeting, all discussion and debate with regard to the possible removal shall take place in a closed, executive session, but the final vote on removal shall take place in an open meeting. During the executive session, the presiding officer shall lay out the information that has been received related to the possible removal, and the officer subject to the possible removal action may present evidence refuting or verifying the information presented. If the Chair is the subject of the possible removal action, the Vice-Chair shall preside over the meeting during the agenda item concerning the Chair's removal. The officer subject to the removal action shall not participate in any way in the removal decision, nor shall his or her membership count as part of the total membership for purposes of calculating a 2/3rds affirmative vote. The notice of the meeting shall be posted in accordance with the Open Meetings Act and shall state that the issue of possibly removing the officer will be on the agenda. Any vacancy caused by the removal shall be filled as provided under Section 4 of this Article. Removing an officer from their office under this section does not remove the member from their voting position on the Region 3 Trinity RFPG. To remove a voting member from their voting position, the Region 3 Trinity RFPG must follow to the removal process under Article V, Section 7.

Section 4 Vacancies of Officers

Whenever an officer vacancy exists because of death, resignation, or removal, the vacancy shall be filled at the next scheduled meeting after the event causing the vacancy. Nominations shall be made from the floor by voting members. The voting members shall select a replacement officer from among the nominees by a 2/3rds affirmative vote of the voting members present. The next highest-ranking officer shall serve in the vacant position until a successor takes office, unless the office of the Secretary becomes vacant, in which case the Chair shall appoint a willing voting member to serve as Secretary until the successor to the Secretary takes office. The person selected to fill a vacancy for an officer shall serve for the unexpired term of his or her predecessor in office.

Section 5 Duties of Each Officer

(a) Chair. The Chair shall be the executive officer of the Region 3 Trinity RFPG. The Chair will preside at all meetings of the Region 3 Trinity RFPG and perform all duties provided by these bylaws. If the Chair is unable to carry out his/her duties, the Vice Chair shall assume the duties of the Chair.

(b) Vice Chair. The Vice Chair shall assist the Chair in the discharge of his/her duties and, in the absence of the Chair, shall assume the Chair's full responsibilities and duties. In the event the Chair is unable to carry out his/her duties, the Vice Chair shall serve as Chair until the Region 3 Trinity RFPG elects a new Chair under Section 4 of this Article. The Vice-Chair shall perform other duties as assigned by the Chair, or these bylaws.

(c) Secretary. The Secretary shall maintain the minutes and take attendance of the Region 3 Trinity RFPG meetings. The minutes and attendance shall be kept as

part of the Region 3 Trinity RFPG official records. The Secretary shall ensure that all notices are properly posted as provided in the bylaws, as required by law, and as required by the Texas Open Meetings Act. The Secretary shall perform other duties as assigned by the Chair or these bylaws. If the both the Chair and Vice Chair are unable to carry out the duties of the Chair, the Secretary shall assume the duties of the Chair.

(d) Members at Large. Members at large serve as members of the below-described Executive Committee.

Section 6 Executive Committee

The Executive Committee shall be composed of five Region 3 Trinity RFPG members, including the Chair, Vice Chair, Secretary, and two voting members-at-large. No two voting members representing the same interest shall serve as members-at-large of the Executive Committee at the same time. The two members-at-large shall be selected biannually in the same manner and with the same terms as set forth for the selection of officers under this Article. Members-at-large shall be removed and their vacancies filled in the manner prescribed for officers under this Article.

The Executive Committee shall be responsible for carrying out the duties imposed on it in these bylaws. The voting members of the Region 3 Trinity RFPG may delegate administrative decisions to the Executive Committee unless provided otherwise in these bylaws.

All meetings of the Executive Committee shall comply with the provisions related to meetings generally as set forth in Article IX of these bylaws.

Section 7 Designated Alternates

A designated alternate of a member serving as an officer shall not serve in the member's capacity as an officer in lieu of the member. When an officer is absent or otherwise unable to serve, the next highest-ranking officer shall serve for the officer. If no lower ranking officer exists or can serve, then a member designated by the Chair or acting Chair shall serve for the officer.

ARTICLE IX. Meetings

Section 1 Open Meetings and Notice

All meetings of the Region 3 Trinity RFPG, its committees and/or sub-groups, shall be posted and open to the public in the manner of a governmental body under the Texas Open Meetings Act and as set forth in the TWDB rules. All actions of the Region 3 Trinity RFPG shall be deliberated and undertaken in open meeting, unless otherwise authorized by the Texas Open Meetings Act. The time and place of meetings shall be set to facilitate, to the greatest extent possible, the participation of the public in the regional flood planning process. In accordance with TWDB rules, specifically, 31 TAC 361.21, copies of all materials presented or discussed shall be made available for public inspection prior to and following any meeting of the Region 3 Trinity RFPG.

Section 2 Regular Meetings

At least one regular meeting of the Region 3 Trinity RFPG shall be held in each quarter or more frequently. At the first meeting after the adoption of these bylaws and the first meeting of each calendar year thereafter, the Region 3 Trinity RFPG shall establish and adopt a regular meeting schedule for the ensuing year. The Secretary shall ensure that an advance notice and an agenda for regular meetings will be provided to the full membership of the Region 3 Trinity RFPG as set forth in TWDB rules. Supporting information and member-requested materials shall be distributed to the full membership with the notice and agenda or at the meeting, as deemed appropriate by the Chair.

Section 3 Called (Special) Meetings

The Chair or 2/3rds of the voting members Region 3 Trinity RFPG by affirmative vote may call special meetings of the Region 3 Trinity RFPG. The Secretary shall ensure that advance notice and an agenda for the called meeting is provided to the full membership of the Region 3 Trinity RFPG as set forth in TWDB rules and the Texas Open Meetings Act. Supporting information and member-requested materials shall be distributed to the full membership with the notice and agenda or at the meeting, as deemed appropriate by the Chair.

Section 4 Agenda

The Secretary of the Region 3 Trinity RFPG shall ensure that an agenda is prepared and distributed for all meetings, in accordance with Sections 2 and 3 of this Article. Items shall be placed on the agenda by the request of the Chair or by the request of at least two voting members of the Region 3 Trinity RFPG. Consideration for approval of the previous meeting's minutes, as applicable, shall always be among the first items on the agenda. Copies of the agenda and all supporting information shall be made available for public inspection prior to and following any meeting of the Region 3 Trinity RFPG, in accordance with TWDB rules.

Section 5 Quorum

A quorum of the Region 3 Trinity RFPG shall be a simple majority of the voting members or their designated alternates excluding vacancies. At least a quorum shall be necessary to conduct any business of the Region 3 Trinity RFPG.

Section 6 Applicability of Robert's Rules of Order

Except as otherwise provided in these bylaws, meetings of the Region 3 Trinity RFPG shall be conducted under the provisions of the most current edition of *Robert's Rules of Order*. However, failure to follow *Robert's Rules of Order* shall not constitute grounds for appeal of an action or a decision of the Region 3 Trinity RFPG.

Section 7 Public Meetings Required By Law

The Region 3 Trinity RFPG shall post notice and conduct public meetings that are specifically required by statute and TWDB rule, including those set forth for draft regional flood plan presentation, adoption of amendments to the regional flood plan, and final regional flood plan adoption, in accordance with the

requirements of Texas Water Code Chapter 16 and TWDB rules, including 31 Texas Administrative Code (TAC) Chapters 361 and 362. Notification requirements may be different than those specified in Section 1 of this Article and are specifically delineated in Texas Water Code §16.062 and 31 TAC §361.21.

Section 8 Minutes

- (a)** The Secretary shall ensure that minutes of all meetings of the Region 3 Trinity RFPG are prepared. The minutes shall:
- (1) state the subject of each deliberation;
 - (2) indicate each vote, order, decision, or other action taken;
 - (3) indicate those members in attendance, noting the presence of a quorum, and noting the presence of those members of the public who participate in the course of the meeting;
 - (4) represent an accurate summary of the meeting's record; and state any other information required by these bylaws to be included in the minutes.
- (b)** The Secretary shall ensure that true copies of the minutes are provided to the full membership prior to the next regular meeting of the Region 3 Trinity RFPG.

ARTICLE X. Making Decisions

Section 1 Applicability; No Written Proxies

- (a)** Unless the method for making a particular decision is set forth in these bylaws, the Region 3 Trinity RFPG, its committees, and subgroups shall make all decisions utilizing the process set forth in Section 2 of this Article.
- (b)** Written proxies shall not be allowed in any decision-making by the Region 3 Trinity RFPG, its committees, or its subgroups. However, designated alternates shall be allowed to participate in decision making as set forth in these bylaws. Because it is important in achieving consensus for all members to participate actively, keep up-to-date on the progress of the group, and develop a common base of information, members shall in good faith attempt to minimize the number of times they are absent from meetings or are represented by their designated alternates. Designated alternates may attend but not vote at a meeting attended by the member to which they serve as an alternate.

Section 2 Decision-Making Process

(a) Use of Consensus. The Region 3 Trinity RFPG shall attempt to make decisions using a consensus decision-making process. Consensus is an acknowledgement of agreement built by identifying and exploring all members' interests and by agreeing to a solution that satisfies these interests to the greatest extent possible. A consensus is reached when all voting members agree that their major interests have been taken into consideration and addressed in a satisfactory manner so that they can support the decision of the group, or at least not object. The process of building consensus involves the development of alternatives and the assessment of the impacts of those alternatives.

Consensus does not necessarily mean unanimity. Some members may strongly endorse a particular solution while others may accept it as a workable solution.

A member can participate in the consensus without embracing each element of the solution with the same fervor as other members, or necessarily having each of his or her interests satisfied to the fullest extent. In a consensus, the members recognize that, given the combination of gains and trade-offs in the decision package and given the current circumstances and alternative options, the resulting solution is the best one the voting members can make at this time.

(b) Failure to Reach Consensus. If after good faith negotiations it appears likely to the Chair that the voting members will be unable to reach consensus, the Chair shall entertain a motion to put the issue to a vote to be conclusively decided by a 2/3rds affirmative vote of the voting members present.

Section 3 Approving Recommended Flood Management Evaluations (FME), Flood Management Strategies (FMS), and Flood Mitigation Projects (FMP)

The voting members of the Region 3 Trinity RFPG shall finally approve each recommended FME, FMS, and FMP by a separate vote, but not less than a 2/3rds affirmative vote of the voting members present.

Section 4 Final Adoption of Regional Flood Plan; Amendments

The voting members of the Region 3 Trinity RFPG shall finally adopt the regional flood plan for the Region 3 Trinity FPR, and any amendments thereto, but not less than a 2/3rds affirmative vote of the voting members present.

ARTICLE XI. Books and Records

Section 1 Required Documents and Retainment

Records of the Region 3 Trinity RFPG, including: a current membership list with addresses, affiliations, and phone numbers, if not unlisted; the current roster of officers; a copy of the written record of designation of the planning group sponsor political subdivision of the Region 3 Trinity RFPG; minutes; agendas; notices; contracts, subcontracts, annual financial statements, and any and all financial records and supporting information; bylaws; records of public hearing; correspondence; memoranda; phone logs; committee or subgroup recommendations or findings; draft and final plans; Region 3 Trinity RFPG and any other pertinent information of a public nature shall be kept at the principal office of the Region 3 Trinity RFPG by the political subdivision for a period of at least five years or the period of time required of the political subdivision serving as the planning group sponsor, whichever is longer.

The storage and dissemination of all Region 3 Trinity RFPG records must comply with TAC §361.21(d) and Texas Government Code, Chapter 552 (Public Information Act) regarding the handling of confidential materials.

Section 2 Inspection and Copying

Records of the Region 3 Trinity RFPG shall be available for inspection and copying at the principal place of business of the planning group sponsor political

subdivision during normal business hours. Procedures and fees for copying and inspection shall be the same as those used by the planning group sponsor political subdivision housing the principal office of the Region 3 Trinity RFPG for inspection and copying of its own public records, or as prescribed in the Texas Public Information Act.

Section 3 Availability of Reports

All reports, planning documents, and work products resulting from the regional flood planning grant funding provided by the TWDB and all supporting documentation for the development the regional flood plan shall be made available to the TWDB, the Texas Division of Emergency Management, the Texas Parks and Wildlife Department, the Texas Department of Agriculture, the Texas State Soil and Water Conservation Board, General Land Office and the Texas Commission on Environmental Quality or their successor agencies. Electronic versions of the regional flood plan will be posted on the flood planning group website and the TWDB website.

ARTICLE XII. Committees

Section 1 Establishment

The Region 3 Trinity RFPG may by a 2/3rds affirmative vote of the voting members present establish committees, subcommittees, and subgroups to assist and advise the Region 3 Trinity RFPG in the development of the regional flood plan, as set forth in 31 TAC §361.12(c). The committee, subcommittee, or subgroup may be formed to address specific issues assigned by the Region 3 Trinity RFPG and may have a specified term of membership.

Section 2 Membership

Membership in the committees, subcommittees, and subgroups shall follow the requirements and procedures of Article V of these bylaws and 31 TAC § 361.12(c). Appointment to committees, subcommittees, or subgroups shall be made by consensus, but not less than the agreement of a 2/3rds of the voting members present. The terms of office for all members of committees, subcommittees, and subgroups shall be either upon the expiration of the term, if any, specified by the Region 3 Trinity RFPG in the establishing motion for the committee, subcommittee, or subgroup, or upon the expiration of the persons membership in the Region 3 Trinity RFPG.

If a RFPG creates a sub-regional committee, subcommittee, or subgroup to address issues related to a specific geographic area smaller than the full FPR, it shall, to the extent practical, define such sub-regional geographic areas based on boundaries that are conterminous with full HUC 8 watersheds located within the FPR. Sub-regional committees, subcommittees, or subgroups formed to address issues related to a specific geographic area smaller than the full FPR must include one voting member representing each of the interest categories listed in 31 TAC §361.11(e).

Section 3 Officers

The Chair, Vice-chair, and Secretary of a committee, subcommittee, or subgroup established by the Region 3 Trinity RFPG shall be selected from the duly-elected members of the respective committee, subcommittee, or subgroup. The Chair, Vice Chair, and Secretary of the committee, subcommittee, or subgroup established by the Region 3 Trinity RFPG shall be elected to their respective offices by a 2/3rds affirmative vote of the members of the committee, subcommittee, or subgroup. Additional committee, subcommittee, or subgroup officers with associated responsibilities may be created as necessary by a 2/3rds affirmative vote of the members of the committee, subcommittee, or subgroup. The additional officers shall be elected by a 2/3rds affirmative vote of the members of the committee, subcommittee, or subgroup.

Section 4 Meetings

Requirements and procedures for committee, subcommittee, or subgroup meetings shall follow those established in Article IX of these bylaws, including requirements for notice. Committees, subcommittees, or subgroups may adopt their own rules of procedure, if authorized by the Region 3 Trinity RFPG and the rules are not in conflict with state law, TWDB rules, or these bylaws.

Section 5 Books and Records

Requirements and procedures for committee, subcommittee, or subgroup books and records shall follow those established for the Region 3 Trinity RFPG in Article XI of these bylaws.

Section 6 Code of Conduct

Members of a committee, subcommittee, or subgroup are subject to the requirements of Article V, Section 6 of these bylaws.

ARTICLE XIII. Compensation/Reimbursement

Members of the Region 3 Trinity RFPG are able to be reimbursed for eligible travel expenses, as authorized by the General Appropriations Act, and as limited by the TWDB regional flood planning grant contract for attendance at a posted meeting of the RFPG. All travel expenses must be documented by the members and submitted to the Chair and the planning group sponsor political subdivision designated by the Region 3 Trinity RFPG to apply to TWDB for funding. The Chair of the RFPG must certify, in a public meeting, that the travel expenses are eligible for reimbursement and are correct and necessary before the planning group sponsor political subdivision contracting with the TWDB for the Region 3 Trinity RFPG can compile the travel information from the members and submit reimbursement requests to the TWDB.

ARTICLE XIV. Contractual Services

The voting members of the Region 3 Trinity RFPG shall approve, by a 2/3rds affirmative vote of the voting members present, persons or entities to provide contractual services for the Region 3 Trinity RFPG, including all services related

to preparation, development, or revisions of the regional flood plan for the Region 3 Trinity TBFP. The Executive Committee has the authority to make all administrative decisions concerning amendments to TWDB grant contracts for services related to regional flood planning, except those decisions concerning amendments related to scopes of work and budgets.

ARTICLE XV. Adopting and Amending the Bylaws

These bylaws shall have full force and effect upon approval and adoption by the voting members of the Region 3 Trinity RFPG, acting on behalf of the interests comprising the Region 3 Trinity FPR, and upon submission to the TWDB in compliance with 31 TAC §361.11(d). The voting members shall adopt these bylaws by a 2/3rds affirmative vote of the voting members present.

ARTICLE XVI. Resolution Adopting Bylaws

WHEREAS, no bylaws have been adopted governing the conduct of the internal affairs of the Region 3 Trinity RFPG; and

WHEREAS, the set of bylaws presented to and as otherwise modified by agreement during this meeting are suitable for the purpose and their adoption is in the best interests of the Region 3 Trinity RFPG; it is, therefore,

RESOLVED, that the members of the Region 3 Trinity RFPG this 27th day of October, approve and adopt the bylaws presented to this meeting of members as the bylaws of the Region 3 Trinity RFPG; and it is

FURTHER RESOLVED, that the bylaws be authenticated as such by the Secretary of the Region 3 Trinity RFPG and placed in its minute book, and that a full and true copy of the bylaws, certified by the Secretary, be kept at the principal office of the Region 3 Trinity RFPG for inspection by members or the public at all reasonable times during business hours.

(date)

(Signature of Secretary)