

PRAIRIE VIEW TEXAS
COMMUNI~~V~~ERSITY
TASK FORCE
BYLAWS

CAB
Communi~~V~~ersity Advisory Board

The City of Prairie View Texas Communi~~V~~ersity Mayors Task Force (CVMTF) is dedicated to supporting and developing the Prairie View Community, as well as the Waller County community in general as it strives towards providing an environment that is conducive to doing business activity, increasing jobs and capital investment. The primary role of the Task Force Board is to provide the Mayor of Prairie View with advice, ideas and resources regarding a variety of issues facing the community business environment. These issues include mission review, strategic planning, development, new initiatives, and the environment affecting business.

ARTICLE I

A. AUTHORITY/NAME

Subject to the guidelines of Prairie View Texas, the composition, functions, responsibilities, duties, powers and authority of the **Communi~~V~~ersity Mayor's Advisory Task Force**, hereinafter referred to as the Board.

B. PURPOSE

The mission of the Prairie View Texas Communi~~V~~ersity Mayor's Task Force (CVMTF) is to provide leadership in bringing positive change to the business community in the Prairie View Texas area and Waller County as a whole.

To achieve this mission, the Board will:

1. Assist the Mayor of Prairie View Texas in defining and attaining its goals and strategic plans.
2. Provide consultation to the Mayor, serving as advocates for the citizens and businesses needs and opinions.
3. Support an environment in which businesses are provided the opportunity to pursue their interests and career goals.
4. Facilitate the exchange of ideas, information and experiences among citizens and the business community.
5. Provide valuable information for citizens to increase the impact of their involvement with the community and to help them further develop the community needs and growth.
6. Support the Mayor in the development of various activities surrounding financial resources including assisting the Mayor by presenting the needs and achievements

of the City of Prairie View Texas to prospective donors, investors and business executives.

C. ORGANIZATION

1. The members of the Board constitute the body of the Board and are collectively responsible for its governance.
2. The number of members is specified in Article II.
3. The Chair and the Vice Chair of the Board are to be nominated during a regular meeting and elected for a one-year term by a majority of the voting members present. The Chair is also the Chair of the Executive Committee.
4. The Standing Committees of the Board are specified in Article VI
5. The Board may create committees, as needed to be instituted by a majority vote of the members of the Board present at a duly called meeting.

ARTICLE II

MEMBERS

The Board shall consist of the following members:

1. Members originally appointed to the Board and those subsequently reappointed or appointed under the provisions of these bylaws.
2. The Board will consist of at least ~~twelve (12)~~ but not more than ~~twenty (20)~~ members. *From (15)*
Seven (7)
3. The Mayor, Prairie View Texas, and VP Institutional Relations & Public Services for Prairie View A&M University, Dr. Lauretta Byars serve as ex officio members of the Board.
4. No more than two members representing the same organization may serve on the Board simultaneously other than those associated with Prairie View A&M University.
5. A member of the Board may be removed by a two-thirds majority vote of those present at a properly called meeting of the Board.
6. A member of the Board may resign his or her position by submitting a written request to the Chair or the Mayor.

ARTICLE III

NOMINATION AND ELECTION OF MEMBERS AND OFFICERS

1. Election for membership will normally be by open election. A majority of the votes cast shall be necessary for the election of a member.
2. Membership elections may be held at any regular meeting. The Chair may call, in certain instances, for a vote by mail or by phone.
3. Officers will be elected at the regular meeting held in February unless special circumstances dictate that they be held during another time.

4. Nominations, including those to fill office vacancies, shall be submitted to the Board for approval. A majority vote of the members present is needed for approval. Although such votes will normally occur at a duly called meeting of the Task Force, the Chair may call in certain circumstances for a vote by mail or by phone.
5. Any members will be eligible for re-election for a second term. A member who has served two consecutive terms however, will not be eligible for election for at least one year for the same position.
6. Both the Chair and Vice Chair of the Board can be individuals who are or are not administrators of the City of Prairie View Texas.
7. Terms of office shall be one year.
8. Nominations for membership shall be sent to the Executive Committee.
9. The Executive Committee shall submit the names of proposed members to each member of the Board at least five days prior to the meeting at which the election is to be held. Such elections must be on the agenda for that meeting.
10. Members of the Board shall give due consideration to the recommendations of the Executive Committee, but they may accept nominations from the floor and elect any other person or persons to membership on the Task Force in accordance with these Bylaws.
11. The overriding consideration in nominating an individual to join the Board shall be the individual's stature and accomplishments in his or her career, passion and enthusiasm for the vision of the College and the insights he or she can bring to the Board.
12. The membership should be as representative as possible of the various business disciplines, important functions within businesses and major industries.
13. The membership of the Board should be diverse as to ethnicity, gender, University relationship and perspective.

ARTICLE IV

MEETINGS

A. REGULAR MEETINGS

The CVMTF Board will meet weekly (in the Administration Building on the Prairie View A&M University Campus) the meetings will be held in the morning from 10:00AM till 11:00AM or another time acceptable to the majority of the members.

B. SPECIAL MEETINGS

Special meetings of the Board may be called by the Mayor of the **CommuniVersity Task Force** or the Chair at any time or upon request to the Chair signed by five of the members of the Board. Special meetings may be constituted through conference calling of members. Email will be used to stay in touch with the membership throughout the year.

C. NOTICE OF MEETINGS

1. Regular Meetings: Notices shall be given by electronic mail, mail or phone to members at their usual address at least ten days prior to the scheduled meeting. The notice will specify time, place and the agenda for the meeting.
2. Special Meetings: Notices of special meetings may be given by electronic mail, mail or phone at least three days prior to the date of the meeting. The notice will specify time, place and the agenda for the meeting.

D. AGENDA

1. An agenda shall be mailed or phoned with the notice of any meeting of the Board.
2. At the Regular Meetings of the Board, the Chair shall report on the status of the Board and the Mayor of Prairie View Texas shall report on the status of the City.
3. Robert's Rules of Order shall govern the conduct of all meetings of the Board. When such rules are in conflict with the Bylaws, the latter shall govern.

E. MINUTES

Minutes are will be kept by the Board Secretary.

ARTICLE V

DUTY OF OFFICERS:

Chair

1. To preside at all regular and special meetings of the Board.
2. To submit to the Board for approval a list of members willing to serve on committees.
3. To report to the members of the Board at the regular and annual meetings and special meetings.
4. To call special meetings of the Board.

5. Upon completion of the term as chair, the ex-Chair will serve one additional year as Chair Emeritus.

Vice Chair

1. To perform the duties of the Chair in the absence of the Chair.
2. To perform other duties as may be conferred by the Chair consistent with the Bylaws.
3. To serve as Chair-elect.

Secretary

1. To keep accurate records.
2. To conduct correspondence on behalf of the Board.
3. To record the proceedings of all regular, special meetings of the Board.

ARTICLE VI

COMMITTEES OF THE BOARD

There shall be an Executive Committee of the Board comprised of the Chair of the Board, the Vice Chair of the Board, the Secretary of the Board, the Mayor of Prairie View Texas, and the immediate Ex-chair.

The Board shall establish the Standing Committees as provided in Article I, Section C, Item 4. The Chair of the Board shall appoint ad hoc committees as may be required subject to the approval by a majority vote of those present at a duly called meeting of the Board. Committee members may be comprised of Board members, community members, or faculty and staff from Prairie View A&M University as needed. All committees shall report to the Board at the regular meetings and at special meetings when appropriate.

The Standing Committees of the Board are as follows:

1. TBD
2. TBD

ARTICLE VII

AMENDMENTS TO BYLAWS

1. These Bylaws may be amended at any duly held meeting of the Board. Notice of the proposed changes must be on the agenda of the meeting at which the changes are to be considered.
2. Proposed amendments to the Bylaws shall be referred to the Chair of the Board for inclusion on the agenda of the next regular meeting.
3. A majority vote of the members present at a duly called meeting of the board shall be required for the bylaws to be amended.