



City of Rowlett
Official Copy

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

Resolution: RES-049-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING BYLAWS FOR THE ROWLETT LONG TERM RECOVERY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 26, 2015, the City of Rowlett was hit by a devastating EF4 tornado that destroyed or damaged 1,145 homes and businesses; and

WHEREAS, the City of Rowlett created the Rowlett Long Term Recovery Committee, an ad hoc Council committee, to help disaster victims with sustainable assistance; and

WHEREAS, the Rowlett Long Term Recovery Committee has recommended bylaws for the governance of the Committee.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council does hereby approve the bylaws of the Rowlett Long Term Recovery Committee, a true and correct copy of which are attached hereto and incorporated herein.

Section 2: This resolution shall become effective immediately upon its passage.

At a meeting of the City Council on March 15, 2016 this Resolution be adopted. The motion carried by the following vote:

Ayes: 6 Mayor Gottel, Mayor Pro Tem Gallops, Councilmember van Bloemendaal, Councilmember Pankratz, Councilmember Bobbitt and Councilmember Sheffield

Absent: 1 Deputy Mayor Pro Tem Dana-Bashian

Approved by 
Mayor

Date March 15, 2016

Approved to form by 
City Attorney

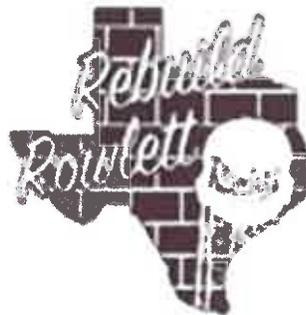
Date March 15, 2016

Certified by 
City Secretary

Date March 15, 2016



Bylaws of the Rowlett Long Term Recovery Committee



*A unique community
where families enjoy
life and feel at home.*

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ARTICLE 1 Long Term Recovery Group Name

Section 1: The name of the committee shall be the Rowlett Long Term Recovery Committee (RLTRC).

ARTICLE 2 Authority, Purpose and Mission

Section 1: The RLTRC was appointed by resolution on Tuesday, January 19, 2016 by the Rowlett City Council for the purpose of providing coordinated management of the long-term recovery efforts to Rowlett residents as a result of the EF4 tornado that struck the City of Rowlett on the evening of Saturday, December 26, 2015.

Section 2: The RLTRC operates under the authority and pleasure of the City Council for the City of Rowlett.

Section 3: It shall be the mission of the RLTRC to provide recovery services to individuals and families affected by the tornado that hit Rowlett, Texas on December 26, 2015.

Section 4: It shall be the vision of the RLTRC to meet the need for ongoing coordination among agencies providing volunteer, financial, spiritual and emotional/physiological support for people whose lives have been ravaged by the December 26, 2015, tornado in Rowlett, Texas. In addition, we will provide collaborative leadership in the discernment on long-term needs for recovery and rehabilitation that can be most effectively met or assisted by this collaboration and we will provide advocacy for people most vulnerable to having their needs overlooked in public recovery processes.

Section 5: The RLTRC sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business and other organization and agencies which will provide a coordinated recovery effort.

Section 6: RLTRC will provide spiritual, emotional, physical and financial resources to those affected by the disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference. The RLTRC shall at all times be apolitical and non-sectarian in nature.

ARTICLE 3 Membership and Voting

Section 1: The Rowlett City Council shall appoint regular and ex-officio members to the RLTRC on an Ad Hoc basis and sets committee directives, standards, membership structure, governance, and rules for operation over and above these Bylaws.

Section 2: Voting members of the RLTRC are determined by the Rowlett City Council in origination documents.

Section 3: All members must conform to the latest edition of the Boards and Commissions Handbook (Handbook) approved by the Rowlett City Council.

Section 4: In accordance with the Handbook, voting members must meet attendance requirements.

ARTICLE 4 Meetings

Section 1: All meetings of the RLTRC will be at the call of the Chair or any two of the Executive Committee Members.

Section 2: Regularly scheduled meetings of the RLTRC may be established. Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Members of the RLTRC.

Section 3: Special Meetings of the RLTRC may be called, providing the call shall clearly state the purpose for the meeting and the time and place shall be given electronically or by written notice at least 72 hours in advance to all Members of the RLTRC.

Section 4: Public notice of meetings shall be given in accordance with state law.

ARTICLE 5 Quorum

Section 1: A quorum for transaction of business shall consist of at least 50% plus one voting member present.

ARTICLE 6 Officers

Section 1: There shall be elected from the members of the RLTRC:

1. A Chair shall preside at all meetings, as well as be the chief executive officer of the RLTRC and perform other functions as deemed necessary by the Executive Committee. The Chair is a member of the Executive Committee.
2. First Vice Chair shall be present at all meetings, and preside in the absence of the Chair or at other times as deemed necessary by the Chair. The First Vice Chair is a member of the Executive Committee.
3. Second Vice Chair shall be present at all meetings, and preside in the absence of the Chair or at other times as deemed necessary by the Chair. The Second vice Chair is a member of the Executive Committee.
4. A Secretary who shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Executive Committee. If unable to attend a meeting, the Chair shall appoint a secretary pro tem for that meeting. The Secretary is a member of the Executive Committee.

ARTICLE 7 Executive Committee

Section 1: The Executive Committee of the RLTRC shall provide direction, oversight and guidance to the RLTRC.

Section 2: The Executive Committee shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of the RLTRC.

Section 3: Except as otherwise required by law or these Operational Procedures, the Executive Committee shall have all the authority of the RLTRC in the management of the RLTRC during such time as the RLTRC is not meeting and may authorize contracts and agreements as required.

Section 4: A simple majority of the Executive Committee must be present to conduct business.

Section 5: The Executive Committee of the RLTRC shall consist of all Officers and one member for a full count of five members.

ARTICLE 8 Subcommittees and Task Forces

Section 1: The RLTRC may create such temporary or permanent subcommittees and task forces made up of its members or other persons as agreed upon. These subcommittees and task forces shall have such authority as the RLTRC directs.

Section 2: Subcommittees may consist from as few as three, to as many as ten members.

Section 3: Membership of subcommittees may consist of both RLTRC members and other subject matter experts.

Section 4: Each subcommittee will be chaired or co-chaired by a member or members of the RLTRC, selected by the sub-committee.

Section 5: All subcommittee members must conform to the latest edition of the Boards and Commissions Handbook approved by the Rowlett City Council.

ARTICLE 9 Vacancies

Section 1: Any Officer vacancy shall be filled by a special meeting in accordance with these procedures concerning meetings of the RLTRC.

Section 2: The Executive Committee shall determine the appropriate process for securing nominations from among the members for vacancies of any of the offices, announcing the nomination process and conducting an election.

ARTICLE 10 Financial

Section 1: Periodic financial reports will be produced in accordance with direction of the Executive Committee and will be subject to approval of the members.

Section 2: A Memorandum of Understanding (MOU) shall govern the relationship, duties and responsibilities between the RLTRC, and the Rowlett Chamber of Commerce Foundation, who is custodian of the Rebuild Rowlett fund.

Section 3: Selection criteria of clients shall be established and approved by the RLTRC in a written set of Unmet Needs Guidelines to lead the work of the RLTRC and the case management process. The guidelines for distribution of funds may be amended in response to changing circumstances by vote at a regular or special meeting of the RLTRC called in accordance with these Bylaws.

ARTICLE 11 Indemnification

Section 1: The City of Rowlett agrees to indemnify the RLTRC and its members and officers for all duly approved actions taken while a member of such committee.

ARTICLE 12 Rules

Section 1: Business of the RLTRC will be conducted in accordance with *Robert's Rules of Order*.

Section 2: Should a conflict arise between these Bylaws and any City of Rowlett handbook, rule, or ordinance, or a Texas law, these Bylaws will take a subordinate position.

ARTICLE 13 Amendments

Section 1: These Bylaws may be amended, subject to the Bylaws of the RLTRC and the laws of the state of Texas, at any annual meeting or special meetings of the RLTRC by a simple majority vote of the members present, providing that a full written account of the proposed changes have been sent to all Members two weeks (14 days) prior to the meeting.

Section 2: The Bylaws of the RLTRC shall become effective as adopted by a simple majority vote of the members, and also adopted by the Rowlett City Council.

ARTICLE 14 Dissolution

Section 1: The RLTRC will develop a dissolution strategy that insures all cases are closed or forwarded to a member agency for completion, and that the dispersion of assets be determined by the Executive Committee and its membership.

Section 2: The RLTRC shall only be dissolved by a simple majority vote of the Rowlett City Council.

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