

Texas Colorado River Floodplain Coalition

Administrative Handbook

Article 1 – Purpose

The purpose of this Handbook is to provide guidance to the Texas Colorado River Floodplain Coalition (TCRFC) as to its membership, organization, funding, powers and duties, meetings, and conduct of business in accordance with the Bylaws and Interlocal Agreement.

Article 2 – Organizational Structure

The TCRFC is an organization whose members consist of Texas communities in the proximity of the Texas Colorado River basin. The members are represented by appointing representatives to the Corporation's committees. The Executive Committee consists of persons who are appointed from the governing board of each member community. The Technical Committee consists of persons who are otherwise appointed by each member community.

The TCRFC consists of four (4) regions and has four regional committees, each consisting of persons from the Executive and Technical Committees from within that respective region.

The Board of Directors consists of eight members: four (4) Officers of the Corporation representing the entire membership and four (4) Regional Representatives representing members from one of the four (4) regions.

Article 3 – Administrative Agency

In accordance to the Bylaws, the Administrative Agency to the TCRFC may be a city, county, special district or other legally constituted governmental subdivision of the State of Texas regarding governmental functions and services pursuant of the Interlocal Cooperation Act, Texas Government Code, Chapter 791, as amended. The TCRFC may also contract with individuals, entities, associations, or private businesses to serve as TCRFC fiscal agent and provide administrative support. Subject to available funds, such activities may include:

- Providing logistical support for the meetings of the Executive Committee and Technical Committees including the preparation of the agenda, arranging for the meeting locations, taking minutes of the meetings, preparing and disseminating notices of the meetings, and drafting and mailing correspondence;

- Acting as a central clearinghouse for technical information, models, studies, ordinances, training and educational opportunities.
- Identifying funding opportunities and the preparation and submission of grant applications or entering into any other contracts or agreements on behalf of the TCRFC as approved by the Board;
- Maintaining a web page and internet address for the TCRFC;
- Maintaining a computer data base of floodplain application and permitting information;
- Arranging for the annual independent assessment review of each Party's floodplain management program provided in Article 13, Section C of this handbook, unless such review is performed by the Federal Emergency Management Agency or the Texas Commission on Environment Quality (TCEQ); and
- Contracting for administrative, financial, legal, accounting, auditing, engineering, or any other appropriate services on behalf of the TCRFC

Article 4 – Membership

In accordance with the Bylaws, each party that has signed the Interlocal Agreement and is in good standing shall be considered a voting member of this corporation. Parties eligible to sign such Interlocal Agreement are city and county governmental entities that lie in the general geographic area of the Lower Colorado River Basin and surrounding areas. A member is in good standing if it has paid in full its annual membership dues on or before January 31.

Each member community shall be represented by people who serve on either the Executive Committee or Technical Committee, as described in Article 8 of this handbook. Additional Adjunct Members are described in Article 10 of this handbook.

Article 5 – Board of Directors

In accordance to the Bylaws, the Board of Directors consists of eight people from member communities in good standing, Four Directors shall simultaneously serve as the Officers of the Corporation (Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer) and four Directors shall simultaneously serve as Regional Representatives (from Regions 1-4). Subsequent to any election in which the Chairperson is replaced, that outgoing chairperson may become an additional non-voting director, called the

Past-Chairperson, for a term of one year.

- A. Chairperson** – The Chairperson shall be the official spokesperson of the TCRFC in any public statements on behalf of the TCRFC. He or she shall preside at all meetings of the TCRFC and Board of Directors. He or she shall appoint members to subcommittees with the advice and consent of the Board of Directors, and issue calls for special meetings of the TCRFC and Board of Directors. He or she shall be an ex officio member of all committees, except any nominating committee if the Chairperson is a nominee for election.
- B. Vice-Chairperson** – The Vice-Chairperson shall, in the absence of the Chair, preside at TCRFC and Board of Directors meetings and perform the duties of the Chairperson in the administration of the affairs of the TCRFC and Board of Directors. In case of resignation or death of the Chairperson, the Vice-Chairperson shall serve as Chairperson until a successor is elected.
- C. Recording Secretary** – The Recording Secretary shall call the roll, record all votes and prepare and distribute the notices and minutes of the meetings of the TCRFC and Board of Directors. He or she may attest to the signature of the Chairperson or Vice-Chairperson, when requested. The Administrative Agency shall assist the Recording Secretary upon request.
- D. Treasurer** – The Treasurer shall monitor the funds of the TCRFC and keep full and accurate records of receipts and disbursements and shall deposit all monies and other valuable effects in the name and to the credit of the TCRFC in such depositories as may be designated by the TCRFC and Board of Directors.
- E. Regional Representatives** – Each of the four (4) TCRFC Regions may elect a Regional Representative to represent the region on the Board of Directors. The role of the Regional Representative is to:

 - 1. Provide input, offer suggestions, and provide general direction to the TCRFC;
 - 2. Solicit input on regional issues from his or her regional membership;
 - 3. Attend Annual Meeting; Bi-Annual Meeting, and Regional Technical Meeting;
 - 4. Communicate issues and ideas from regional members to Board;
 - 5. Encourage participation of regional members;
 - 6. Recruit new members; and
 - 7. Represent TCRFC at community and civic events with Region.

- F. Past-Board Member** – The Past-Board Member is a non-voting member of the Board who may serve, at his or her own discretion, for a term of one year subsequent to his or her own term as Board Member. This position is an advisory role that will allow for continuity to the Board of Directors as the new officers take office.
- G. Term of Directors** – In accordance with the Bylaws, Directors shall hold office for a period of two years or until the next Annual Meeting in an odd-numbered year or until their successors have been elected and qualified.
- H. Parliamentarian** – In accordance with Article 9, Section C of this Handbook, a Parliamentarian may be appointed by the Board of Directors. If appointed, the Parliamentarian will oversee meetings and ensure that proper rules of procedure are followed.
- I. Vacancies and Removals** – In accordance with the Bylaws, any Director may resign as an officer at any time by giving written notice to the Chairperson or Administrative Agency; and any Director may be removed without cause, at any time, by the majority of the voting members.

A vacancy in any office shall be filled for the unexpired portion of the term by appointment at the first regular stated meeting occurring after the vacancy occurs. The appointment shall be made by the Chairperson and require approval by a majority vote of the members in good standing present and voting.

Article 6 – Compensation

In accordance to the Bylaws, Directors shall not receive any salaries or other compensation for their services.

The Board of Directors, may be reimbursed for any bona fide expenses while on official TCRFC business, if prior written authorization is approved by a majority of the disinterested Board of Directors, excluding expenses incurred related to regular Annual, Bi-Annual, or Regional Meetings.

Article 7 – Voting Procedures

A. Election of Board of Directors – The Board of Directors shall be elected at the Annual Meeting in odd-numbered years.

- 1. Eligibility** – Only voting members of the Executive Committee (or their alternates) are eligible to serve as TCRFC Officers. Only voting members of the Executive or Technical Committees (or

their alternates) are eligible to serve as Regional Representatives.

2. Nominations – At the regular membership meeting prior to the Annual Meeting, the Chairperson shall appoint a “Nominating Committee” comprising a Chair and at least three other persons then serving on either the Executive Committee or Technical Committee, provided each of the four (4) Regions shall be represented on the Nominating Committee. The Nominating Committee shall provide a report, naming at least one nominee agreeing to serve if elected, for each of the eight Director positions, no later than sixty days before the date of the Annual Meeting. The Nominating Committee Report shall then be promptly sent out to the members. Nominations may also be made from the floor at the Annual Meeting, provided prior agreement to serve is obtained from the nominee.
3. Election Procedures – For Officer positions, votes may only be cast by primary Executive Committee or Technical Committee representatives from members in good standing. For Regional Representative Positions, votes may only be cast by primary Executive Committee or Technical Committee representatives from members in good standing.

Votes will typically be cast at the Annual Meeting. The Nominating Committee shall also serve as the Election Official during the Annual meeting. In the event that a voting member cannot attend the Annual Meeting he or she may vote prior to the meeting by mail or may assign proxy to someone who can and will attend the Annual Meeting.

Each vote shall be cast on an anonymous ballot but shall be returned to the Election Officials in a signed envelope in order to ensure that only eligible voters are casting ballots. Once ballots are received, but before votes are tallied, they will be separated from the signed envelope in order to retain anonymity.

4. Proxy – In accordance with the Bylaws, any member may vote either in person or by proxy executed in writing by the member and filed with the secretary of the corporation. A photographic, facsimile, email or similar reproduction of writing executed by the member shall be treated as an execution in writing for purposes of this section. Every person entitled to vote may authorize another person or persons to act by proxy with respect to such vote by filing a written proxy, executed by such a person or his duly authorized agent, with the secretary of the corporation. A proxy shall state the annual or special meeting date for which it applies

and shall only be valid for that particular meeting.

5. Runoffs and Ties – A runoff election will be necessary in cases where any candidate does not receive a simple majority of the votes. Runoff elections will be conducted through the mail within 30 days of the Annual Meeting where the initial election occurred. If a tie still exists after the runoff election, the position will be filled by the disinterested members of the Board of Directors.

B. Other Voting Matters – All action items before the TCRFC besides Board of Director elections shall be voted on during one of the two regular meetings or at a special meeting by those voting representatives present at the meeting. If a member is unable to attend, their alternate may attend or a proxy may be established in accordance with the Bylaws and this Handbook.

Article 8 – Committees

A. Executive Committee – In accordance to the Bylaws, each member community shall be entitled to appoint one person and a designated alternate from its governing board to the Executive Committee. Notice of appointments, resignations, vacancies, and replacements shall be provided by the applicable governing board to the Chair or the Administrative Agency of the TCRFC. Members serve at the pleasure of, and can be removed from membership by, the governing body they represent. In addition to a voting member and an alternate, a party to the Interlocal Agreement may also appoint a non-voting member to the Stakeholder Advisory Group, as a means of ensuring the inclusion of informed and active citizens from their community.

The Executive Committee is established to provide policy guidance for the TCRFC and to make recommendations to the governing bodies of the member communities. The Executive Committee members shall represent the issues and interest of the governing body of the corresponding member community.

The primary member shall be eligible to vote in all TCRFC matters.

B. Technical Committee – In accordance to the Bylaws, each member community shall be entitled to appoint one person and a designated alternate to the Technical Committee. Notice of appointments, resignations, vacancies, and replacements shall be provided by the applicable governing board to the Chair or the Administrative Agency of the TCRFC. Members serve at the pleasure of, and can be removed from membership by, the governing body they represent. In addition to a voting member and an alternate, a party to the Interlocal Agreement may

also appoint additional non-voting members to the Stakeholder Advisory Group to the TCRFC.

A Technical Committee is created to study and provide technical recommendations for the TCRFC. The Technical Committee generally represents the technical staff that administrates floodplain management activities at the local level. The primary member shall be eligible to vote on all issues before the organization.

The primary member shall be eligible to vote in all TCRFC matters.

C. Regional Committee – According to the Bylaws, the TCRFC consists of four (4) regions. These regions shall include:

- Region 1, consisting of communities within the counties of Colorado, Fayette, Matagorda, Wharton, and Jackson;
- Region 2, consisting of communities within the counties of Bastrop, Hays, Travis, and Williamson;
- Region 3, consisting of communities within the counties of Blanco, Burnet, Llano, and Mason; and
- Region 4, consisting of communities within the counties of Brown, Lampasas, Mills, McCulloch, and San Saba.

A map of the regions is attached to this handbook as Appendix A.

Each party that signs the Interlocal Agreement will be assigned to one of the four (4) regions according to that community's location. Parties who may later sign the Interlocal Agreement and who are not located within one of these designated regions shall be assigned by the Board of Directors to a regional committee with which it shares the closest geographic proximity and/or with which it shares the greatest number of common issues or concerns.

The four (4) Regional Committees shall consist of Executive Committee and Technical Committee members from communities within the region in which it is included.

The Regional Committees shall meet periodically or as necessary to address issues and projects and as directed by the Executive Committee.

D. Special Committees – In accordance with the Bylaws, “the Board of Directors may from time to time designate and appoint additional committees by majority vote of the Board of Directors. Such committees shall have and exercise such prescribed authority as is designated by the

Board of Directors and as is consistent with these Bylaws and the Article of Incorporation.”

Committee members may include Executive or Technical Committee representatives from members in good standing. Members of the Stakeholder Advisory Group and persons with special knowledge or expertise may also be asked to assist a special committee. To the extent practical, special committee membership shall include TCRFC representatives from each of the four (4) basin regions as described in Article 8, Section C of this Handbook.

Article 9 – Meetings

- A. **Regular and Special Meetings** – Regular meetings shall be held on an annual basis.

Special meetings may be called by the Chairperson or by the written request of two or more members of the TCRFC. The written request must be received at least three days prior to the special meeting, stating the purpose and actions for which the special meeting is called.

Board of Directors meetings shall be called by the Chairperson. The Board of Directors shall try to meet at least 4 times a year, at the discretion of the Chairperson.

- B. **Quorum** – No official business of the TCRFC may be conducted without a quorum present. A quorum shall consist of a simple majority of the membership, represented by Executive Committee and Technical Committee representatives or their alternate’s appearing at the meeting in person or by proxy. In addition, at least one of the officers must be present in person for a quorum to be established.

No official business of the Board of Directors may be conducted without a quorum present. A quorum shall consist of a simple majority of the Directors or their alternates appearing at the meeting in person or by proxy.

- C. **Rules of Procedure** – In accordance with the Bylaws, all meetings shall be conducted in accordance with Robert’s Rules of Order, as revised, except as otherwise provided herein.

The TCRFC may appoint a Parliamentarian, as necessary, by the majority of the voting members.

- D. **Public Meetings** -

1. **Regular and Special Meetings.** Regular and special meetings of the TCRFC shall be open to the public and at a time and locations convenient to the public. In addition, a time shall be set aside during each meeting to receive public comment. Comment cards will also be made available at every meeting so those non-members in attendance may submit written comments for consideration by the TCRFC. A sign-up sheet will be available at every meeting for members and non-members in attendance. Non-members may request to be placed on the Stakeholder's Advisory Group mailing list to receive notice of meetings.
 2. **Board of Directors Meetings.** Executive sessions of the Board of Directors, at which only members and invited persons are present, may be held to consider legal, personnel, contractual, legislative or other matters appropriate to a closed session. Prior to each Board of Directors meeting, each member will be given an agenda and notice of the time and place of the meeting. To the extent practical, Directors will be furnished written materials on matters to be considered at the meeting in advance of the meeting.
- E. **Minutes** – Minutes of all meetings of the TCRC and Board of Directors shall be taken by the Recording Secretary or Administrative Agency and shall be distributed to members prior to or with the next subsequent meeting agenda. Certified agenda minutes from executive sessions shall be taken and filed in a confidential file maintained by the Recording Secretary or Administrative Agency.

Article 10 – Adjunct Groups

- A. **Stakeholders Advisory Group** – The TCRFC shall allow a Stakeholder Advisory Group to review and comment on TCRFC activities. The Group shall consist of representatives of affected stakeholder groups including, but not limited to, non-voting representatives from member communities, developers, building associations, lending institutions, economic development councils, environmental and public interest groups, state and federal agencies, local districts, and councils of governments.
- B. **Friends of the Texas Colorado River Floodplain Coalition** – Benefits include, but shall not be limited to, advertisements on the TCRFC website, meeting announcements and email notifications. See Bylaw Attachment 3 for Fee Schedule
- C. **Associate Members** – Associate Members shall consist of WCID, MUDS, and other local governmental entities. Each entity will have one vote.

Annual dues will be \$500 payable by the last day of each calendar year.

Article 11 – Public Comment

A time shall be set aside during each meeting to receive public comment. Comment cards will also be made available at every meeting so those non-members in attendance may submit written comments for consideration by the TCRFC.

Any comments to the TCRFC can be mailed to the Texas Colorado River Floodplain Coalition, PO Box 2533, Cedar Park, TX 78613.

The TCRFC shall arrange for the establishment and maintenance of a TCRFC web page accessible to the public. The TCRFC webpage is, www.tcrfc.org and is maintained by the Administrative Agency.

The TCRFC shall arrange for the establishment of an e-mail address to receive public comments and requests for information. The email address for general comment is tcrfc@att.net. Any emails to this address are received by the Administrative Agency.

Article 12 – Budget and Planning

- A. **Funding Sources** – In accordance with the Interlocal Agreement, the goal of the TCRFC is to fund its activities and administration through the services and contributions to the greatest extent possible. Only in the case where these funding sources are insufficient to support the activities of the TCRFC as provided in the work plan and budget approved by the TCRFC may the TCRFC assess costs of the TCRFC among members using the formula and payment schedule to be developed under Appendix A of the Interlocal Agreement.

The Administrative Agency is permitted to seek and apply for grant opportunities or to enter into contracts or agreements on behalf of the TCRFC subject to approval by the Board.

- B. **Annual Membership Fee** – Each Party to the Interlocal Agreement shall pay an annual membership fee in the amount established in Appendix A of the Interlocal Agreement to go toward the administrative costs of the TCRFC.

Such fees shall be paid to the TCRFC not later than sixty (60) days following the issuance of dues invoices of each year following the date of membership. The TCRFC shall periodically review the formula and payment schedule to ensure the fair and equitable apportionment of costs

of the TCRFC among the Parties not covered by other funding sources.

- C. **Variance to Membership Fee** – A request by a member for a variance or deferment of payment of a population-based fee may be granted by a majority vote of the Board of Directors on a case by case basis. Variance approval is at the discretion of the Board of Directors.
- D. **Mailing Address** – In accordance with the Bylaws, the organization may also maintain a separate post office box from the Principal Executive Office located at the Texas Floodplain Management Association Offices, 1511 Main Street, Cedar Park, Texas 78613. The Alternate mailing address is Texas Colorado River Floodplain Coalition, PO Box 2533, Cedar Park, Texas 78613.
- E. **Fiscal Year** – The fiscal year of the TCRFC shall begin January 1 and end December 31 of each calendar year. The Treasurer shall submit a proposed annual work plan and budget for approval not later than the Annual Meeting of each odd-numbered year.
- F. **Audit** – Annually, after the close of the fiscal year, the Treasurer shall arrange for the independent audit of the books and the accounts of the TCRFC by an independent certified public accountant.
- G. **Signature Authority** – The Chairperson is authorized to sign checks, agreements, and contracts for the TCRFC as authorized by the TCRFC. Checks may also be signed by the Treasurer and Executive Director.

Article 13 – Benefits of Membership

Membership in the TCRFC holds several benefits. Members of the Stakeholder Advisory Group are not, as a rule, entitled to these benefits.

- A. **Training, Education, and Technical Assistance:** The TCRFC and Administrative Agency agree to establish a training, education, and technical assistance program to provide assistance to local floodplain management programs. This will include an education program for locally elected officials, regulated community and the general public.
- B. **Floodplain Management Program Assessment Guidance Manual:** The TCRFC and Administrative Agency will develop a Floodplain Management Program Assessment Guidance Manual containing recommended floodplain development permitting criteria, flood damage mitigation measures, common assessment methodologies, common application forms that are consistent with NFIP requirements, model ordinances that meet NFIP requirements, a discussion of cost-effective alternatives to structural controls that may also provide recreational and

environmental benefits, and any other relevant recommendations. The Manual shall also include recommendations for the reduction of flood potential of projects outside of the 100-year floodplain necessary to achieve the goal of no rise in the 100-year BFE.

- C. **Local NFIP Program Reviews:** Within one year of the date of initial membership of new members, the Administrative Agency may assist the member community with an independent review of the community's ordinances or orders and floodplain management programs to assist them in meeting, at minimum, NFIP program requirements. In addition, the review shall include an assessment using the TCRFC's recommended permitting criteria and mitigation measures contained in the Floodplain Management Program Assessment Guidance Manual. A summary of the review as well as any follow-up comments and actions shall be provided by the community.

Each Party may have a progress review at least once every three years following the initial review, and submit a summary of the subsequent review, responses, and follow-up actions to the TCRFC.

This benefit shall not impose any duty or liability on a community to adopt changes to its ordinances, orders or programs. Rather, the purpose of this program is to provide technical assistance to the community and to assist the TCRFC in assessing whether the overall organization goals are being met, developing new and alternative incentives and strategies to meet these goals, and for the TCRFC's recognition and awards program.

- D. **Regional Opportunity for Review and Comment:** Member communities will provide each other the same notice and opportunity to comment on a Letter of Map Change applications as provided to the general public. Notice of applications and related decisions shall also be provided to the Administrative Agency to be put into a common database. Such data shall be made accessible to all TCRFC members as well as other entities so that flood models can be kept up-to-date.
- E. **Regional Leverage:** As a member of a regional coalition, members will benefit from the ability to communicate to federal, state, regional and local entities as a larger, regional voice. Having one organization made up of several member communities lends significance to issues as they are presented.
- F. **Collaborative Atmosphere:** Members of the TCRFC create a network of communities with varying resources, knowledge and skill sets. The TCRFC fosters sharing of these resources and provides a collaborative atmosphere for representatives from member communities.

- G. **Public Outreach Assistance:** At the request of a community, the Administrative Agency will provide flood awareness and floodplain management public information pieces, posters, displays and/or staff to maintain a floodplain resources library and provide resource materials to each community to add to their own floodplain management resource library.

- H. **Mapping Assistance:** As the Federal Emergency Management Agency (FEMA) conducts its Map Modernization program, the TCRFC will provide organizational input to the Multi-year Flood Hazard Identification Plan (MHIP) on behalf of all TCRFC members. In addition, the Administrative Agency will assist TCRFC communities in technical review of the Preliminary maps and will advocate for better data and better maps for each county in the TCRFC.

- I. **Recognition Program:** The TCRFC will include an incentives/recognition program for local floodplain management programs. Each year, a Floodplain Manager of the Year will be awarded at the Annual Meeting.

- J. **Retention of Permitting Authority:** Nothing in this Agreement shall be construed to affect a Party's permitting discretion or authority. The local permitting jurisdiction retains ultimate control over permitting decisions including the granting of any reasonable and necessary variances or exemptions.