

**CITY OF BRIDGEPORT, TEXAS  
BRIDGEPORT MAIN STREET ADVISORY BOARD**

**BY-LAWS**

Adopted October 18, 2005  
Amended February 7, 2006  
Amended October 17, 2006  
Amended November 9, 2006  
Amended October 21, 2008  
Amended July 24, 2012  
*Amended June 25, 2013*  
***Amended February 24, 2015***

**Article I**

- i. Name
  - a. This board is known as the Bridgeport Main Street Advisory Board, (Amended Nov. 9, 2006) hereinafter referred to as the “Board.”

**Article II**

- i. Purpose

The purpose of the Downtown Revitalization Program is to stimulate the general development of the downtown business district by preserving and growing downtown; improving the infrastructure and landscaping; emphasizing the historic significance and cultural charm of downtown; finding resources and funding opportunities to rehabilitate existing structures; promoting better business conditions and encouraging commerce and tourism downtown. *The Board shall act in the general public interest serving the community as a whole. It shall serve no special interests. The Board is responsible to, and shall act as an advisory body, to the Council and shall perform such duties and exercise such additional powers as may be described by ordinances of the Council.*

**Article III**

- i. Definitions
  - a. “City Council” means the City Council of City of Bridgeport, Texas.
  - b. “Board” means the City of Bridgeport Main Street Advisory Board.
  - c. “Chairman” means the Board Chairman.

**Article IV**

- i. Members and Terms
  - a. The membership of the Board shall consist of eleven (11) voting members appointed by the City Council. Each member shall have one (1) vote.
  - b. *All Board members shall be residents of Wise County, Texas and shall be appointed for three-year staggered terms ending on May 31. Individuals appointed to Places 1,3,5,7,9, and must also be either a resident of the City of*

*Bridgeport or own property abutting that portion of Halsell Street between 13<sup>th</sup> Street and SH 114. Place 4 will be represented by the Director of the Bridgeport Area Chamber of Commerce or their appointed delegate. Place 11 will be represented by the Director of the Bridgeport Economic Development Corporation.*

- c. The Main Street Manager shall serve as staff liaison to the Board but shall not be entitled to vote.
  - d. Members shall serve 3 year staggered terms that shall begin consistent with Council elections in May. Vacancies shall be filled by the City Council and the term of office is restricted to the un-expired term of the member being replaced.
  - e. Members shall be appointed who demonstrate a commitment to Bridgeport Downtown Revitalization and to the mission of the City's Downtown Revitalization Program.
  - f. Members are expected to bring a "system-wide perspective" to the Board, and shall not represent individual districts or areas of the City. However, the membership of the Board shall strive to reflect the demographic and geographic diversity of the City.
  - g. Board members shall conduct themselves during Board meetings in conformance with these By-Laws with such decorum and civility as to facilitate rather than inhibit well-reasoned, policy-focused Board decision-making. Board members otherwise shall conduct themselves at all times and in all places in such a manner as to not bring public discredit upon the Board.
  - h. Upon substantial or repeated violation of these By-Laws by any member, the Chairman shall notify the member in writing that an additional such violation may result in the member's removal from the Board. Upon an additional violation, the Chairman shall recommend to the Main Street Manager and City Council that the member be removed from the Board.
  - i. The Chairman shall notify the Main Street Manager and City Council of any resignations or requests for a leave of absence.
- ii. Attendance
- a. Board members shall attend all Board meetings unless reasonable cause exists for absences. Whenever reasonably possible, Board members shall notify the Chairman in advance of an impending absence and the reason therefore. The minutes of each Board meeting shall indicate absences. Upon three absences by a member during a Board year, the Board Chairman shall consult with the member and when appropriate, in the Chairman's judgment, shall inform the member in writing that another absence may result in the member's removal from the Board. Upon four absences by a member during a Board year, the Chairman after consultation with the Board, and upon an affirmative vote of the Board may, recommend to the Main Street Manager and City Council that the member be replaced. ***Any board member who is absent from four or more meetings in a one year period without being excused, shall be considered no longer active and the position vacant, and a new Board member shall be appointed to fill the vacancy.***
- iii. Voting

- a. Any issue coming forth before the Board shall be decided by a quorum of the members present and voting, with the stipulation that all Board members have been notified of the meeting by the Chairman.

#### **Article V**

- i. Officers
  - a. Officers of the Board shall be the Chairman, Vice-Chairman, and Secretary. The officers shall be appointed at the first meeting in June after City Council elections to serve for one year. Subsequently, during the first meeting of June, and each following June, the chair or vice-chair from the previous year shall preside over elections for chair, vice-chair and secretary. The officers shall not serve as an officer for more than two consecutive terms.
- ii. Officer Duties
  - a. Chairman - The Chairman shall preside at all meetings, appoint committees, and call special meetings when he/she deems it advisable and perform duties that pertain to this office.
  - b. Vice Chairman - The Vice Chairman, in the absence of the Chairman, shall perform all the duties of the Chairman.
  - c. Secretary - The Secretary shall keep accurate minutes of all meetings of the Board, both regular and special meetings.

#### **Article VI**

- i. Meetings
  - ~~a.~~ A regular monthly meeting day will be voted on and established by the board and posted in full compliance with state and city regulations.
  - b. Six (6) voting members shall constitute a quorum at any regular or special meeting.

#### **Article VII**

- i. Board Duties and Responsibilities
  - a. Advise the City Council and staff on policy matters, activities, and changes pertaining to Bridgeport Downtown Revitalization before being acted upon.
  - b. Review plans and policies, either existing or being developed, that affect Downtown Revitalization in the City of Bridgeport, and advocate the stimulation of the general development of the downtown business district.
  - c. Engage in such public outreach, education and advocacy, to the extent permitted by law, as the Board determines necessary or advisable in order to provide a forum for public discussion and decision-making about downtown revitalization issues.
  - d. Review and approve an annual report to the City Council which shall summarize the Board's activities during the year and which shall identify the major issues facing Bridgeport's Downtown Revitalization and the Board's recommendations for addressing them in the coming year.

#### **Article VIII**

- i. Amendments

- a. These By-Laws may be amended by the membership at a meeting at which there is a quorum, held after reasonable notice to the members of the Board and upon concurrence of the City of Bridgeport City Council.