

Chapter 2 - Administration

Revised 11/21/17

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ARTICLE I. - IN GENERAL

Secs. 2-1—2-30. - Reserved.

ARTICLE II. - BOARDS, COMMITTEES, COMMISSIONS²

DIVISION 1. - GENERALLY

Sec. 2-31. - Qualifications.

The Dallas County Code establishes certain qualifications that must be met by all members of county boards and commissions. In addition to any special qualifications for service on a particular board, a board member must:

- (1) Have been a resident of Dallas County for at least six months prior to the date of appointment.
- (2) Be a qualified Dallas County voter at the time of appointment.
- (3) Not be in arrears on any county taxes, fines, fees or other obligations owed the county.

¹ **Cross reference**— Any order promising or guaranteeing the payment of money or authorizing the issuance of bonds or other instruments of indebtedness saved from repeal, § 1-8(a)(1); any order authorizing or approving any contract, deed, agreement or other legal document saved from repeal, § 1-8(a)(2); any order making or approving any appropriation or adopting the annual budget saved from repeal, § 1-8(a)(4); any order providing for salaries or employee benefits not codified in this Code, or otherwise related to employees saved from repeal, § 1-8(a)(5); any order adopting or amending any administrative provisions or directives saved from repeal, § 1-8(a)(7); any order establishing any fee (in appendix A), fund, charge, rate, deposit or financial procedures saved from repeal, § 1-8(a)(10); administration of animal regulations, § 6-31 et seq.; civil emergencies, ch. 14; administration of emergency management regulations, § 14-61 et seq.; county fire marshal/emergency management coordinator, § 14-181; community development, ch. 18; courts, ch. 22; judicial administration, § 22-71 et seq.; elections, ch. 30; early voting judges, § 30-61 et seq.; administration of flood damage prevention regulations, § 42-61 et seq.; law enforcement, ch. 46; administration of parks and open space regulations, § 50-41 et seq.; park and open space administrator, § 50-62; social services, ch. 54; taxation, ch. 62; financial matters, ch. 70; major technology improvement committee, § 70-185; general government operations policy, ch. 74; county judge, § 74-51 et seq.; hospital district, ch. 78; personnel benefits, payroll and compensation, ch. 82; personnel and employee, ch. 86; administration of personal property regulations, § 90-331 et seq.; purchasing and contract management policy, ch. 94; administration of disadvantaged business enterprises, § 94-271 et seq.; records management program, ch. 98; administration of road and bridge district regulations, § 102-4; sheriff's department civil services rules and regulations, app. A.

State Law reference— Commissioners court, V.T.C.A., [Local Government Code § 81.001](#) et seq.

² **Cross reference**— Data services governance committee, § 70-592; boards and committees, § 74-472.

State Law reference— Travel expenses for board members, V.T.C.A., [Local Government Code § 152.901](#).

- (4) Has not been charged with the commission of a class A or class B misdemeanor or in the case of a felony offense under an information or indictment.
- (5) Has not, in the five years preceding the date of application, been convicted of a class A or class B misdemeanor.
- (6) Has not been convicted of a felony within the ten years preceding the date of application or been adjudicated as having engaged in delinquent conduct violating a penal law of the grade of felony in the ten years preceding the date of application.
- (7) Have a creditable record of attendance and performance in any previous Dallas County board service.

In addition, applicants must disclose:

- (1) Whether he/she is an adversary party to pending litigation against the county;
- (2) Is an employee or a business associate of either an adversary party or a representative of an adversary party;
- (3) Has a pecuniary interest in any pending litigation or claim, other than an eminent domain proceeding;
- (4) Whether he/she or their spouse either individually or through an employer has any financial interest, directly or indirectly in any contract or subcontract with the county or in the sale to the county of land, materials, supplies or services or any pending bids, proposals or negotiations in connection with a county contract.

(Ord. No. 2000-1237, § A, 6-20-2000; Ord. No. 2005-917, 5-10-2005; Ord. No. 2012-0417, 3-6-2012)

Sec. 2-32. - Attendance.

- (a) Board members shall be regular in attendance at all officially called board meetings. For board members whose removal process is not prescribed by state law, they will be considered to have resigned if:
 - (1) They serve on a board that generally meets at least eight times a year and they miss more than 25 percent of the regularly scheduled meetings between February 1 and January 31 of any year; or
 - (2) They serve on a board that generally meets less than eight times a year and they miss more than 33 percent of the regularly scheduled meetings between February 1 and January 31 of any year.
- (b) For board members whose removal process is prescribed by state law, failure to comply with subsections (a)(1) or (a)(2) of this section, whichever is appropriate, shall be grounds for removal under the process required by state law.
- (c) Vacancies created by a failure to comply with this policy shall be filled by the commissioners court.

(Ord. No. 2000-1237, § B, 6-20-2000; Ord. No. 2000-2146, § B, 10-24-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-33. - Appointments.

A member of the commissioners court may not appoint themselves, a member of their staff, another member of the court or their staff, to serve on any county board, committee, or commission unless specifically authorized to do so in the board, committee, or commission bylaws. This provision does not apply to the civil service commission.

(Ord. No. 2005-917, 5-10-2005)

Sec. 2-34. - Appointment schedule.

- (a) A complete review of all standing board and committee appointments shall take place each January of odd-numbered years with appointments for the new board confirmed by the commissioners court during January, to become effective February 1 of the same year.
- (b) Board appointments shall be made for a term of two years or until a successor is appointed and qualified to fill the remainder of any unexpired term. No person shall serve on more than one officially designated county board at any one time.

(Ord. No. 2000-1237, § C, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-35. - Term limitations.

- (a) Citizens appointed or confirmed by the county commissioners court to serve on an advisory board, commission, committee, board of managers or any other body, shall be limited to a total of six years of service except as provided in sections 2-35(b) and 2-36. The term "board" shall include, for the purpose of this article, any board, committee or commission, or like group, that is now constituted or shall be created at any time in the future by the state, county, city, or any other government, or agency. Term limitations do not apply to the appointment of a county elected official or employee that serves on such board in their official capacity.
- (b) Any individual who has served a total of six years or more, at the end of a term to which the individual had already been appointed, or if total time of service would have equaled six years or more had the person completed a term which was vacated prior to completion, will be ineligible for future appointment or reappointment to the same board by the county commissioners court, except as provided in section 2-36.

(Ord. No. 2000-1237, § D, 6-20-2000; Ord. No. 2004-1374, 8-10-2004; Ord. No. 2005-917, 5-10-2005)

Sec. 2-36. - Special provisions affecting term limitation.

The provisions of section 2-35 will apply except:

- (1) If application of section 2-35 would cause more than two-thirds of the then current members of any board to be ineligible for consideration of appointment or reappointment, the county commissioners court may consider and/or appoint or reappoint persons who would otherwise be ineligible because of the policies of this article. Actual appointments of such persons shall not exceed one-third of the total of any current or new membership of any board.
- (2) If the provisions stated in subsection (1) of this section are invoked and the person not eligible for appointment or reappointment to any board by the terms of this article is considered and/or appointed or reappointed to any board, the action must be by unanimous consent of the county commissioners court. This action must be reflected in the minutes of an official meeting of the court.

(Ord. No. 2000-1237, § E, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-37. - Oath.

- (a) All board members appointed by the county commissioners court within the provisions of this article will be considered finally appointed and qualified to assume office upon being administered an oath of office by an official or person qualified by law to give an oath of office.
- (b) The required oath of office shall be as follows, except that the words "so help me God" shall be optional:
 "I _____ do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____ (member of the board) of Dallas County, Texas, and will to the best of my ability preserve, protect and defend the Constitution and laws of the United States; and I furthermore solemnly swear (or affirm) that I have not directly, or indirectly, paid, offered, or promised to pay, contributed nor promised to contribute, any money or valuable thing or promised such to any public official or employee as a reward for the giving or withholding a vote to secure my appointment, and further affirm that neither I, nor any company, association, or corporation of which I am an officer or principal will act as a supplier of services or goods, nor bid or negotiate to supply services or goods for this institution or for the County of Dallas, Texas, except as shall be consistent with the policies of Dallas County; so help me God."

(Ord. No. 2000-1237, § F, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-38. - Conflict of interest.

- (a) A person is not eligible to be a member of a board or committee appointed by the commissioners court if they hold a partisan elected office and/or become a candidate for nomination or election to any partisan public office. A person appointed to such board or committee that becomes a candidate for nomination or election to any partisan public office shall immediately forfeit the place or position with any board or committee. Partisan elected officials appointed to a county board or commission by the commissioners court on or before adoption of this policy (September 25, 2007) may remain in their appointed position.
- (b) No member of a county board or committee with management authority, nor any company, association or corporation of which the member is an officer or principal, nor relative of such member by blood or marriage to the second degree, shall contract for goods, services or real property with, or be employed by the board or committee on which the member serves or the entity overseen by the board or committee; nor shall the member contract with nor be employed by any agency which contracts with or receives grants from the board or entity on which board the member serves. Notwithstanding the foregoing or anything else contained herein to the contrary, nothing herein shall be interpreted to prevent a relative of a member by blood or marriage to the second degree from being employed by the Dallas County Hospital District as part of a medical residency or subspecialty program. Board members who violate this subsection, or who find themselves to be in violation of this subsection, are deemed to have resigned their position on a county board or committee by virtue of such violation.
- (c) A member of a county board, the purpose of which is advisory in nature, who contracts for goods, services or real property with, receives grants from, or becomes employed by the county, or who contracts for goods, services or real property with, receives grants from, or becomes employed by an entity which contracts with the county, shall inform the county commissioners court in writing of such action prior to such action. If such action creates a conflict of interest or the appearance of a conflict of interest in the opinion of the majority of the county commissioners court, such member shall resign from the county advisory board or committee.

(Ord. No. 2000-1237, § H, 6-20-2000; Ord. No. 2005-917, 5-10-2005; Ord. No. 2006-2223, 12-12-2006; Ord. No. 2007-1888, 9-25-2007; Ord. No. 2008-0155, 1-22-2008)

Sec. 2-39. - Removal for cause.

In addition to the provisions of sections 2-32, attendance, and 2-38, conflict of interest, the members of any board or committee appointed by the commissioners court may be removed from such board or

committee for any other cause deemed by the commissioners court sufficient for their removal in the interest of the public, but only after a public hearing before the commissioners court on charges publicly made, if demanded by such members within ten days of notice of the court's intent to remove such appointees.

(Ord. No. 2000-1237, § I, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-40. - Meetings.

- (a) Members of the county commissioners court or their duly selected representative shall be ex-officio members of all county boards to provide optimum input on behalf and in the best interest of all citizens of the county. Members of the commissioners court or their duly appointed representative can attend any and all county board meetings, including public and executive sessions of any and all county boards or committees.
- (b) Some county boards and committees are subject to the provisions of the Texas Open Meetings Law. The staff of a particular board or committee can advise board and committee members of these requirements. The current Texas Open Meetings Law is included in the handbook as Appendix I, which is on file in the county offices. Every member should read and be familiar with its provisions.

(Ord. No. 2000-1237, § J, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Secs. 2-41—2-60. - Reserved.

DIVISION 2. - CHILD WELFARE BOARD³

Subdivision I. - In General

Sec. 2-61. - Creation and membership generally.

In accordance with V.T.C.A., [Family Code § 264.005](#), the county commissioners court shall create a separate county child welfare board with seven members appointed initially for one-year and two-year terms beginning on April 1, 1997, and shall be reappointed for not more than two additional terms.

(Ord. No. 97-355, 2-25-1997)

Sec. 2-62. - Membership.

The county child welfare board shall consist of seven members who shall be appointed by the county commissioners court. The members shall serve at the pleasure of the county commissioners court and may be removed by the court at any time. Each member of the commissioners court shall nominate one person for appointment by the commissioners court, and the remaining two appointments will be made jointly by the court.

(Ord. No. 97-355, 2-25-1997)

Sec. 2-63. - Terms; appointments; compensation.

The majority of eligible board members will elect the chair. Members will serve a two-year term and may be reappointed for not more than two additional terms. The chair of the county child welfare board,

³ **State Law reference**— Child welfare board, V.T.C.A., [Family Code § 264.005](#); child welfare programs, V.T.C.A., [Government Code § 411.001](#) et seq.

upon approval of the county juvenile board, shall be an ex-officio member of the county youth services advisory board. Members will serve without compensation.

(Ord. No. 97-355, 2-25-1997)

Sec. 2-64. - Purpose.

- (a) In accordance with V.T.C.A., [Family Code § 264.005](#), the general purpose of the county child welfare board is to work with the local office and program administrator of the state department of protective and regulatory services (PRS) to help provide coordinated state and local protective services for children and their families and coordinated use of federal, state and local funds for these services.
- (b) The activities of the county child welfare board shall include, but not be limited to:
 - (1) Active participation in the budgetary process. Board members will represent the viewpoint of the county commissioners court and the community in the review of PRS budget proposals to the commissioners court.
 - (2) Reviewing and monitoring existing programs to ensure that abused and neglected children and their families are adequately served.
 - (3) Annually collaborating with the county youth services advisory board in the review, allocation and expenditure of juror funds.
 - (4) Assisting the program administrator in obtaining community involvement and resources in order to sustain effective programs while helping to develop new ones.
 - (5) Closely monitoring expenditures to ensure that county funds are expended for requested purposes.

(Ord. No. 97-355, 2-25-1997)

Sec. 2-65. - Collaboration.

- (a) The county child welfare board and the county youth services advisory board will work closely to ensure that children and their families receive appropriate services.
- (b) The county child welfare board will meet quarterly with the county youth services advisory board to discuss common goals and objectives and to share information. The annual joint juror fund meeting may take the place of one quarterly meeting.
- (c) The chairman of the county child welfare board will include the chairman of the county youth services advisory board on the child welfare board's mailing list.

(Ord. No. 97-355, 2-25-1997)

Sec. 2-66. - Bylaws.

The county child welfare board shall draft board bylaws for submission to the county commissioners court for consideration by the court. Bylaws will become effective upon final approval by the county commissioners court.

(Ord. No. 97-355, 2-25-1997)

Secs. 2-67—2-90. - Reserved.

Subdivision II. - Bylaws⁴

Sec. 2-91. - Enumeration.

The following are the bylaws of the child welfare board:

BYLAWS
of
THE DALLAS COUNTY CHILD WELFARE BOARD

ARTICLE I. NAME

The name of this organization is the Dallas County Child Welfare Board (hereinafter "the Board").

ARTICLE II. PURPOSE

In accordance with V.T.C.A., Family Code § 264.005, the general purpose of the board is to work with the local office and the program administrator of the state department of protective and regulatory services (hereinafter "PRS") to organize state and local public welfare services for children and their families as well as coordinate the use of federal, state and local funds for these services.

The activities of the board shall include, but are not limited to:

1. Participating in the budgetary process. Board members will represent the viewpoint of the Dallas County Commissioners Court (hereafter "the commissioners court") and the community in reviewing PRS's budget proposals to the commissioners court.
2. Reviewing and monitoring existing programs to ensure that abused and neglected children and their families are adequately served.
3. Assisting the program administrator in obtaining community involvement and resources to sustain current programs as well as develop new initiatives.
4. Ensuring that county funds delegated to PRS are used for their intended purpose.
5. Annually collaborating with the county youth services advisory board in the review, allocation and expenditure of juror funds.

ARTICLE III. MEMBERSHIP

Sec. 1. Composition.

The board shall consist of seven members and shall be appointed by, as well as, serve at the pleasure of the commissioners court. There shall be five appointments made by individual members of the commissioners court and two joint appointments.

Sec. 2. Terms of members.

Board appointments shall be made for a term of two years or until a successor is appointed and qualified to fill the remainder of any unexpired term. Terms begin on February 1 of a given year and conclude two years later on January 31.

Sec. 3. Term limitations.

No member shall be appointed to more than three two-year terms for a total of six years. Any member who serves six years or one who serves more than six years at the end of his term due to filling a position that became vacant prior to the completion of a term shall be ineligible for a future appointment or reappointment except as provided in article III, section 4.

⁴ **State Law reference**— Child welfare services, V.T.C.A., [Family Code § 264.001](#) et seq.

Sec. 4. Special provisions affecting term limitations.

All the provisions of section 3 above will apply except:

1. If application of section 3 would cause more than two-thirds of the then current members of the board to be ineligible for consideration of appointment or reappointment, the commissioners court may consider and/or appoint or reappoint persons who would otherwise be ineligible because of these bylaws; but actual appointments of such persons shall not exceed one-third of the total of any current or new membership of the board.
2. If the provisions stated above are invoked and a person not eligible for appointment or reappointment to the board is considered and/or appointed or reappointed to the board, the action must be by unanimous consent of the commissioners court, provided that such action is reflected in the minutes of an official meeting of the commissioners court.

Sec. 5. Oath of office.

All board members will be considered appointed and qualified to assume office upon administration of an oath of office by an official or person qualified by law to give an oath of office.

Sec. 6. Conflict of interest.

1. A member of the board who becomes a candidate for nomination or election to any public office shall immediately forfeit his position on the board.
2. No member of the board with management authority, nor any company, association, or corporation of which the member is an officer or principal, nor relative of such member by blood or marriage to the second degree, shall contract for goods, services or real property with, or be employed by the board; nor shall the member contract with or be employed by any agency which contracts with or receives grants from the board. Board members who violate this provision of county policy are deemed to have resigned their position from the board.
3. A member of the board who contracts for goods, services, or real property with, receives grants from, or becomes employed by the county, or who contracts for goods, services, or real property with, shall inform the commissioners court in writing of such action prior to the action. If there is a conflict of interest or the appearance of a conflict of interest in the opinion of the majority of the commissioners court, the member shall resign from the board.

Sec. 7. Removal for cause.

In addition to article IV, section 6, board members may be removed from the board for any cause deemed by the commissioners court sufficient for their removal in the interest of the public.

ARTICLE IV. MEETINGS

Sec. 1. Regular meetings.

The board shall meet no less than quarterly each year, holding its annual meeting in April, at such times and places as it may determine, or as may be specified in the notice of the meeting.

Sec. 2. Special meetings.

Special meetings may be called by the chair or at the request of two-thirds of the board.

Sec. 3. Quorum.

A majority of the appointed members constitute a quorum.

Sec. 4. Notice of meetings.

Notice of each meeting shall be given to each board member and member of the commissioners court by mail, phone or fax and shall be given at least 72 hours in advance of the meeting. All board meetings will be open to the public unless a matter requiring confidentiality comes before the board.

Sec. 5. Conduct of meetings.

The conduct of meetings shall be governed by Robert's Rules of Order, Newly Revised.

Sec. 6. Attendance.

Between February 1 and January 31 of any year board members will be considered to have resigned from the board if they miss four regularly scheduled monthly meetings, or if they miss 50 percent of the regularly scheduled meetings if the board meets on a less than monthly basis.

ARTICLE V. OFFICERS

Sec. 1. List of officers.

The officers of the board shall be the chair and the vice-chair.

Sec. 2. Election of officers.

The majority of the board shall elect officers at the annual meeting. A vacant unexpired term of an office may be filled at any time. All officers must be members of the board.

Sec. 3. Terms of office and removal.

All officers shall hold office for a term of one year. No officer shall hold the same office for more than two consecutive terms.

Sec. 4. Duties.

It is the duty of the chair (and the vice-chair when the chair is absent) to preside over the meetings of the board and be an ex-officio member of the county youth services advisory board. Additionally, duties and powers of the officers shall be those usually pertaining to their respective offices.

ARTICLE VI. AMENDMENTS

The board may formally recommend bylaw amendments for commissioners court's approval. All bylaw recommendations must be discussed at the board meeting prior to the board meeting where the recommendation vote is taken. All bylaw recommendations require a two-thirds vote of the board.

ARTICLE VII. POLICY CONFLICTS

To the extent that the terms and provisions of the county board and committee policies are inconsistent with the terms and provisions of the bylaws, the terms and provisions of the county board and committee policies shall be paramount and controlling.

(Ord. No. 98-695, arts. I—VII, 4-7-1998)

Secs. 2-92—2-110. - Reserved.

DIVISION 3. - CITIZEN ELECTION ADVISORY COMMITTEE

Sec. 2-111. - Creation and authority.

The county citizen election advisory committee was created on July 10, 1989, by Court Order No. 89-1160.

Sec. 2-112. - Purpose and function.

The advisory committee assists in the determination of election policy in the future and evaluates the performance of the county election system in major elections.

Sec. 2-113. - Composition; qualifications; organization.

The number of members of the citizen election advisory committee is 13. Qualifications of members are that such persons must reside and be registered to vote in the county, and must have an interest in the betterment of the efficient operation of county government. Members shall be appointed by the commissioners court; two by each member of the court; three joint appointments total. The chair and vice-chair shall be appointed by the commissioners court. Tenure shall be, in conformance with board and committee policy, two years, but no one shall serve more than six consecutive years.

Secs. 2-114—2-130. - Reserved.

DIVISION 4. - DALLAS AREA NORTHSTAR AUTHORITY REGIONAL BOARD

Sec. 2-131. - Creation and authority.

- (a) The state legislature in 1993 initiated Medicaid managed care in two geographic areas of the state. Medicaid managed care is being implemented in six areas, including Dallas, and it is anticipated that Medicaid managed care will be implemented statewide by the year 2002. In other areas of the state, mental health and chemical dependency services have not been separated from primary health care but rather have been combined into one service package. In the Dallas area the state is trying a different approach.
- (b) While the state is receiving its proposals for Medicaid managed health care services, TDMHMR and TCADA will integrate the publicly funded systems of mental health and chemical dependency services into a separate bid package of public behavioral health care.

Sec. 2-132. - Purpose and function.

Using Medicaid, state general revenue and federal block grant funds, the state plans to contract with two behavioral managed care organizations to manage these behavioral health services. To ensure that local communities are given an opportunity to provide input into the delivery of services, a local behavioral health authority (LBHA) appointed by seven counties will be known as the Dallas Area NorthSTAR Authority and will be designated by the state.

Sec. 2-133. - Composition; qualifications; organization.

The number of members for the Dallas Area NorthSTAR Authority Regional Board shall be 11 (Dallas County, four, Collins County, two, and Hunt, Ellis, Kaufman, Navarro and Rockwell Counties, one each). Qualifications of members shall be that they must reside, be registered to vote and have an interest in the betterment of their respective counties. Members shall be appointed by (in Dallas County) the commissioners court: four joint appointments. The chair shall be Rik Lindahl. Tenure of members shall be, in conformance with board and committee policy, two years. Members shall not serve more than six consecutive years.

Sec. 2-134. - Meetings.

Meetings of the authority shall be on the second Tuesday of each month at 1:00 p.m. A quorum shall be a simple majority.

Secs. 2-135—2-160. - Reserved.

DIVISION 5. - HISTORICAL COMMISSION⁵

Sec. 2-161. - Functions; activities.

The county historical commission shall advise the county commissioners court on matters pertaining to historical preservation and initiate and conduct such programs and activities as may be required by state law or approved by the commissioners court. These activities may include: locating and making recommendations for marking historical sites and structures; fostering the protection and preservation of historical sites, structures and documents; informing the community of historical activities; preserving the historical heritage of the county; involving the community in historical preservation, and interacting with other related agencies, groups and civic organizations.

(Ord. No. 98-420, art. I, 3-3-1998)

Sec. 2-162. - Composition; vacancies; terms.

- (a) The historical commission shall consist of 15 members who are appointed by the commissioners court to two-year terms on February 1 of each odd-numbered year, with each court member appointing three members. Should vacancies occur, successors will be appointed by the appropriate court members to complete the two-year terms currently in effect. Individuals who are appointed to the county historical commission will be limited to a total of six years for any one person except persons appointed to complete a term which was vacated may serve six years in addition to the original unexpired term. Similarly, individuals who have resigned may be reappointed for additional service. However, their tenure of service is still subject to the above conditions.
- (b) The historical commission shall have the prerogative of recommending to the commissioners court honorary membership status for people who have made a significant contribution to the preservation and appreciation of county history. An honorary member shall have none of the obligations of membership in the commission, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office. If they so desire, the commissioners court may also appoint the two most recent former chairs to serve as nonvoting ex-officio commission members after they have reached the limit on appointed service.

(Ord. No. 98-420, art. II, 3-3-1998)

Sec. 2-163. - Chair and vice-chair; duty.

The commission's chair and vice-chair are appointed every two years by the commissioners court. It is the duty of the chair (and the vice-chair when the chair is absent) to preside at the meetings of the commission.

(Ord. No. 98-420, art. III, 3-3-1998)

Sec. 2-164. - Meetings; frequency; rules.

A minimum of six regularly scheduled meetings of the commission shall be held annually on such dates and times to be determined by the chair and approved by the commission. Commission meetings shall be governed as follows:

⁵ **State Law reference**— County historical commission, V.T.C.A., Local Government Code § 318.001 et seq.

- (1) At all commission meetings, a majority of the currently appointed members must be present to constitute a quorum.
- (2) Written or printed notice, stating the place, date and hour of the meeting and the purposes for which the meeting is called, shall be given not less than 72 hours in advance.
- (3) All meetings shall be open to the public.
- (4) Minutes of the meeting's proceedings shall be kept.
- (5) Meetings shall be governed by the most current edition of Robert's Rules of Order, Newly Revised, when they are not in conflict with other county procedures or policies.

(Ord. No. 98-420, art. IV, 3-3-1998)

Sec. 2-165. - Member absentee policy.

Any commission member who misses more than 25 percent of the commission's regularly scheduled meetings within a February 1—January 31 time period shall be deemed to have resigned.

(Ord. No. 98-420, art. V, 3-3-1998)

Sec. 2-166. - Appointment of committees.

The historical commission's chair may appoint as many committees as necessary to conduct the commission's work.

(Ord. No. 98-420, art. VI, 3-3-1998)

Sec. 2-167. - General duties and responsibilities of commission.

The general duties and responsibilities and programs of the historical commission and county staff are delineated as follows:

- (1) Maintain/conduct county survey of historic sites and buildings.
- (2) Maintain/preserve historical documents, papers, records and articles.
- (3) Advise the commissioners court on historic preservation matters.
- (4) Prepare annual report for the state historical commission.
- (5) Identify/recommend historic marker sites.
- (6) Promote preservation of historic sites/structures.
- (7) Develop grant applications for commissioners court consideration.
- (8) Develop bond program projects for commissioners court consideration.
- (9) Prepare/publish county historic preservation newsletter.
- (10) Provide technical assistance to inquiring cities, individuals, organizations and agencies.
- (11) Record/maintain oral histories.
- (12) Assist county staff in developing the commission's annual budget.
- (13) Design/develop historic preservation fundraising activities as approved by the commissioners court.
- (14) Arrange/coordinate dedication ceremonies.

- (15) Recommend annual historic preservation goals to the commissioners court.
- (16) Recommend new policies, procedures and activities to the commissioners court as need arises.
- (17) Maintain regular contact with local, state, federal and national historic preservation organizations and agencies.
- (18) Monitor changes in applicable laws and regulations and report these changes to the commissioners court.
- (19) Monitor condition of county-owned historic structures.
- (20) Undertake those additional duties and projects assigned by the commissioners court.

(Ord. No. 98-420, art. VII, appendix A, 3-3-1998)

Sec. 2-168. - General duties and responsibilities of county staff.

The general duties and responsibilities and programs of the county staff are delineated as follows:

- (1) Monitor compliance with all relevant state, federal, municipal and county rules, laws and policies.
- (2) Develop/submit annual budget to the commissioners court.
- (3) Monitor/approve historical commission expenditures.
- (4) Provide general staff support to the commission, such as attending any and all board and committee meetings.
- (5) Brief the commissioners court on all commission recommendations.
- (6) Provide clerical support to the commission.
- (7) Assist in maintaining commission files/records.
- (8) Assist in the preparation of a historic preservation newsletter.
- (9) Assist in the preparation of an annual report.
- (10) Recommend new policies, procedures and activities to the commissioners court as need arises.
- (11) Assist the commission in developing grant applications and bond program projects for submission to the commissioners court.
- (12) Assist the commission in maintaining/conducting a county survey of historic sites/buildings.
- (13) Assist the commission in arranging dedication ceremonies.
- (14) Undertake additional duties and projects assigned by the commissioners court.

(Ord. No. 98-420, art. VII, appendix B, 3-3-1998)

Sec. 2-169. - Marking of properties and structures.

The historical commission shall not recommend to the state historical commission that a state historical marker be placed on property without the property owner's consent. The commission shall also not recommend that any other form of historical designation be bestowed or that any historical structure be protected from demolition without the commissioners court's approval.

(Ord. No. 98-420, art. VIII, 3-3-1998)

Sec. 2-170. - Private financial contributions.

- (a) Private financial contributions received by the historical commission for historic preservation shall be deposited in Fund 168. Expenditures in excess of \$500.00 or that are not otherwise budgeted shall be made from this fund only with the prior briefing and approval of the commissioners court.
- (b) Any administrative and operating expenses for the commission that may be budgeted in other departments may be incurred only with the prior approval of the authorized department head.

(Ord. No. 98-420, art. IX, 3-3-1998)

Sec. 2-171. - Funding historic resource surveys.

- (a) The historical commission will only consider recommending funding for an historic resource survey not conducted by a municipality when all of the following conditions are met:
 - (1) The survey will be conducted in a city that has not recently been included in an updated county survey;
 - (2) A final effort has previously been made to have the city participate in the county's survey update;
 - (3) The city in which the survey will be conducted has given its formal consent to the project;
 - (4) The amount of assistance to be provided by the county will be no greater than what the county would have provided if the city had agreed to participate in the county's earlier effort;
 - (5) County funding will only be disbursed after a satisfactory work product has been submitted;
 - (6) The project's proposed methodology and the qualifications of the survey team must be consistent with that of previous surveys; and
 - (7) A specific date by which the project must be completed and the county's funds are utilized has been set.
- (b) Meeting the requirements listed above in subsection (a) of this section does not obligate the county to provide funding for an historic resource survey, meeting these requirements only allows funding requests for such surveys to be eligible for consideration by the county.

(Ord. No. 2002-298, 2-12-2002)

Sec. 2-172. - Amendment or repeal of division.

The policies of this division may be amended or repealed by the commissioners court.

(Ord. No. 98-420, art. X, 3-3-1998; Ord. No. 2002-298, 2-12-2002)

Secs. 2-173—2-190. - Reserved.

DIVISION 6. - HISTORICAL FOUNDATION

Sec. 2-191. - Creation and authority.

The county historical foundation was incorporated on December 20, 1982, as a nonprofit corporation and was granted a charter by the state secretary of state on January 25, 1983, Charter No. 640470-1.

Sec. 2-192. - Purpose and function.

The historical foundation's purpose is to establish, support, maintain, manage and operate a historical exhibit on the sixth floor of the Dallas County Administration Building, formerly the Texas School Book Depository. The historical foundation is also authorized to solicit contributions toward this charitable,

historical and educational purpose. The historical foundation operates the Sixth Floor Exhibit under a management services agreement with the county. A revised and amended agreement was approved by commissioners court Order No. 95-1383, dated August 22, 1995, and is effective until December 31, 2005, unless the termination clause of the agreement is invoked.

Sec. 2-193. - Composition; organization.

The historical foundation shall have 11 members, who shall be appointed by the board for two-year terms, expiring on January 31 of even-numbered years. One member shall be appointed by the county judge, and one member shall be appointed by each commissioners court member (of whom there are five). The chair of the historical commission or designee shall be chosen from among the historical commission members. The president shall be appointed by the board. Tenure shall be, in conformance with board and committee policy, two years and not more than six consecutive years.

Sec. 2-194. - Meetings.

Meetings of the historical foundation shall be on every third Wednesday at noon, or at the calling of the officers, and shall be held at the county administration building. A quorum shall be established by six members.

Sec. 2-195. - Contact person.

The contact person for the historical foundation shall be: Jeff West, Executive Director, (214) 747-6660, Extension 6652, Fax: (214) 747-6662.

Secs. 2-196—2-220. - Reserved.

DIVISION 7. - HOSPITAL DISTRICT BOARD OF MANAGERS⁶

Sec. 2-221. - Purpose and function.

The county hospital district board of managers is charged with the responsibility of providing hospital and medical services to the indigent residents of the county. This policy-making board is also charged with submitting an annual budget to the county commissioners court for their review and approval.

Sec. 2-222. - Composition; qualifications.

The hospital district board of managers shall have not less than five, nor more than seven members. Qualifications for members are that such persons must reside and be registered to vote in the county and must have an interest in the betterment of the efficient operation of county government.

Sec. 2-223. - Creation and authority.

The county is permitted by V.T.C.A., [Health and Safety Code § 281.021](#) and by the state constitution, art. 9, § 4, to create a countywide hospital district. The county has acted to create such an entity, the county hospital district, whose main hospital is known as Parkland Health and Hospital System.

Sec. 2-224. - Appointments; terms.

The hospital district board of managers shall be appointed by the commissioners court. The chair shall be appointed by the board. Tenure shall be, in conformance with the board and committee policy, for two years and not more than six consecutive years.

Secs. 2-225—2-250. - Reserved.

⁶ **State Law reference**— Authority to appoint board, membership, officers, etc., V.T.C.A., Health and Safety Code § 281.021 et seq.

DIVISION 8. - LOCAL WORKFORCE DEVELOPMENT BOARD⁷

Sec. 2-251. - Creation and authority.

V.T.C.A., [Labor Code § 301.001](#) et seq. established the state workforce commission. The county local workforce development board was established on May 15, 1996.

Sec. 2-252. - Purpose and function.

The general function of the county local workforce development board is to serve the business and broader communities by providing job training and educational services; encourage school completion or enrollment in supplementary or alternative school programs; provide eligible youth with exposure to the work experience; and enhance citizenship skills.

Sec. 2-253. - Composition; appointments; qualifications; organization.

The local workforce development board shall consist of 25 members, appointed by the county judge (eight) and by the City of Dallas mayor (17). The qualifications of board members shall be as follows: The majority of the membership are representatives of the private sector selected from among individuals nominated by general purpose business organizations. Educations representatives are selected from among individuals nominated by local educational agencies. Labor representatives are recommended by recognized state and local labor organizations. Representatives from rehabilitation agencies, community-based organizations, economic development agencies, public sector employees, the public employment service and other social service agencies are selected from individuals recommended by interested organizations. The chair shall be elected annually by a majority of the board. Tenure of members shall be for staggered three-year terms.

Sec. 2-254. - Meetings.

Meetings shall be held at 7:30 a.m., the third Wednesday of each month in the DART Board Room, 1401 Pacific, 1st Floor. No meetings are scheduled for July and December. A quorum is reached with 51 percent, with a majority of those in attendance being representatives of business and industry.

Secs. 2-255—2-280. - Reserved.

DIVISION 9. - METROCARE SERVICES BOARD⁸

Sec. 2-281. - Creation and authority.

In February 1967 the county commissioners court appointed a nine-member mental health and mental rehabilitation planning commission. In April 1967 on the advice of this commission, the court appointed a nine-member board of trustees. In September 1991 the county commissioners court revised the structure of the metrocare services board to provide for seven members. In January 1995 the county commissioners court again revised the structure of the board and expanded the membership from seven to nine members and staggered the terms of this board. The expanded nine-member board is composed of the county judge and commissioners of districts 2, 3 and 4 making appointments of one member with two-year terms and with the commissioner of district 1 making one appointment for a one-year term. Two at-large members were added, bringing the total to four.

Sec. 2-282. - Purpose and function.

⁷ **State Law reference**— Local workforce development board, V.T.C.A., [Government Code § 2308.251](#) et seq.

⁸ **State Law reference**— Local mental health and mental retardation authorities, V.T.C.A., [Health and Safety Code § 533.035](#).

The metrocare services board shall administer a county-wide, comprehensive program of mental health and mental retardation services, including mental health and mental retardation neighborhood centers. Functions are controlled by state law.

Sec. 2-283. - Composition; qualifications; appointment.

The metrocare services board shall be composed of nine members. Member qualifications are that such persons must reside and be registered to vote in the county and must have an interest in the betterment of the county. Members are appointed by the commissioners court.

Secs. 2-284—2-300. - Reserved.

DIVISION 10. - NORTH CENTRAL TEXAS HEALTH FACILITIES DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Subdivision I. - In General

Sec. 2-301. - Creation and authority.

In September 1981 the county commissioners court appointed a five-member board of directors to oversee a health facilities development corporation. Where the board of directors has broad powers to develop and administer the corporation, the commissioners court retains ultimate authority with respect to appointments and final approval of all action the board may recommend.

Sec. 2-302. - Purpose and function.

The purpose of the health facilities development corporation is to facilitate the development of primary health care equipment and property in order to improve the general quality of care available to the county citizens.

Sec. 2-303. - Composition, qualifications; appointment; terms.

The North Central Texas Health Facilities Development Corporation Board of Directors is composed of five members. Member qualifications are that such persons must be residents of the county, must maintain high personal integrity and must have an interest in the betterment of the county. Members are to be appointed by the commissioners court, and the chair shall be elected by the board. Terms shall be for three years.

Sec. 2-304. - Meetings.

Meetings shall be announced as needed and be held in the commissioners court. A quorum shall be reached by a simple majority.

Secs. 2-305—2-330. - Reserved.

Subdivision II. - Bylaws

Sec. 2-331. - Enumeration.

The bylaws of the North Central Texas Health Facilities Development Corporation are as follows:

BYLAWS
of
NORTH CENTRAL TEXAS HEALTH
FACILITIES DEVELOPMENT CORPORATION
ARTICLE I
NAME, PURPOSE AND POWERS

Sec. 1.1. Name.

The name of the corporation is North Central Texas Health Facilities Development Corporation.

Sec. 1.2. Purpose.

The purpose of the corporation is to acquire, construct, provide, improve, finance and refinance any real, personal or mixed property, or any interest therein, the financing, refinancing, acquiring, providing, constructing, enlarging, remodeling, renovating, improving, furnishing or equipping of which is found by the board of directors of the corporation to be required, necessary or convenient for health care, research and education, any one or more, within the State of Texas, all to assist the maintenance of the public health and as specified in V.T.C.A., Health and Safety Code ch. 221 (the "Health Facilities Development Act"), provided that the corporation shall not do or participate in any of the acts prohibited under section 1.4. The corporation shall be operated exclusively for such purpose without profit. No part of the net earnings of the corporation shall inure to the benefit of any private shareholder or individual; no substantial part of its activities shall be carrying on propaganda, or otherwise attempting to influence legislation; and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office.

- (a) The corporation may also issue bonds for the purpose of financing a nonprofit nursing home and retirement homes operated in conjunction with such nonprofit nursing homes.
- (b) The corporation may also issue bonds for the purpose of financing a medical clinic and/or a day-surgery facility which is owned by a for profit corporation if all of the stock of the for profit corporation is owned by a nonprofit hospital corporation.
- (c) The corporation may also issue bonds for the purpose of financing secondary health care facilities (such as medical or administrative support offices directly related to health care services or facilities, medical equipment, parking, etc.) when the applicant otherwise meets the requirements of these bylaws; or, the proceeds of the bonds will be used in connection with a facility that is located in an area which has a reasonable access to a medically underserved population and health manpower shortage area.

The term "medically underserved population," as used in this paragraph, shall be defined as provided in Public Law 93-222, section 1302(7), Laws of the 93rd Congress, First Session, which definition is as follows: "The term 'medically underserved population' means the population of an urban or rural area designated by the secretary as an area with a shortage of personal health services or a population group designated by the secretary as having a shortage of such services."

The term "health manpower shortage area", as used in this paragraph, shall be defined as provided in Public Law 94-484, section 332(a)(1), Laws of the 94th Congress, Second Session, which definition is as follows: The term "health manpower shortage area" means any of the following which the Secretary determines has a shortage of health manpower:

- (1) An urban or rural area (which need not conform to the geographic boundaries of a political subdivision and which is a rational area for the delivery of health services);
- (2) A population group; or
- (3) A public or nonprofit private medical facility.

Provided that, if the applicant is not a nonprofit hospital, it shall be one of the following:

- (a) A limited partnership where a nonprofit hospital is either a limited or general partner; or
- (b) A joint venture with a nonprofit hospital being a party thereto, provided in (a) and (b) above, the nonprofit hospital will directly or indirectly control not less than 25 percent of the space and be liable for not less than 25 percent of the cost of said facility; or

- (c) A corporation in which a nonprofit hospital will directly or indirectly control not less than 25 percent of the stock and the nonprofit hospital will control not less than 25 percent of the space and be liable for not less than 25 percent of the cost of said facility;
- (d) The board of directors of the corporation specifically reserves the right to find gymnasias, swimming facilities, and other facilities which serve to enhance physical fitness as meeting the requirement of necessity or convenience for health care, research and/or education. The board of directors reserves this right solely to the extent said facilities serve a significant public purpose, maintain broad-based support within the community, are not maintained primarily for recreational purposes or other purposes which are not necessary or convenient for health care, research and/or education in this state, and is a recipient of endowment income from United Way organizations.

Sec. 1.3. Conditions precedent to issuance of obligations.

The corporation shall not issue any bonds, notes or other obligations for the purpose of paying all or any part of the costs of a health facility, as defined in the Texas Health Facilities Development Act, unless:

- (a) At least 15 days prior to the issuance of such bonds, notes or other obligation by the corporation, the corporation has filed with the commissioners court of Dallas County, Texas (the "court"), a full and complete description of the health facility the cost of which is to be paid in whole or in any part from the proceeds of such bonds, notes or other obligations of the corporation proposed to be issued, including an explanation of the projected costs and the necessity for such proposed health facility, the name of the proposed user of such health facility and such other information as may be requested by the court.
- (b) The court has by written resolution approved the issuance of such bonds, notes or other obligations.
- (c) All documentation required by the bylaws and regulations of the corporation including, but not limited to, the application, the inducement and indemnity agreement, and all financial advisor reports shall be completed and filed with the commissioners court of Dallas County at least seven days prior to the date at which the board will meet to consider final action on the application.

Sec. 1.4. Prohibited acts.

- (a) Except as a part of a hospital licensed by the State of Texas, the corporation shall not acquire, construct, provide, finance or refinance any real, personal or mixed property to be used by a facility, a purpose of which is to perform abortions.
- (b) The corporation also shall not acquire, construct, provide, improve, finance or refinance any real, personal or mixed property to be used for any purpose that may, from time to time, be prohibited by the court by written resolution or order.
- (c) This section shall not be amended by the corporation except with the approval by resolution of the court adopted by a four-fifths vote of its members.
- (d) The corporation shall not issue bonds for the purpose of acquiring, constructing, providing, improving, financing or refinancing any health care facility that is operated for profit except as provided in section 1.2 hereof or unless a nonprofit hospital owns all the stock of the for profit corporation.

Sec. 1.5. Local regulations.

The corporation, by action of the board of directors, with approval of the court shall be authorized to promulgate, implement and amend local regulations governing the receipt, processing and approval of applications for financial participation in development facilities and prescribing fees to be paid by applicants in amounts reasonably estimated to pay the ministerial and staff costs and expenses of the corporation, plus reasonable reserves therefor.

Sec. 1.6. Staff function.

Staff functions for the corporation shall be performed by the county as directed by the court, and the corporation, from fees collected by it, shall pay the amount of costs for such services as from time to time shall be billed to the corporation by the county.

ARTICLE II BOARD OF DIRECTORS

Sec. 2.1. Number, appointment and tenure.

The affairs of the corporation shall be managed by a board of directors which shall consist of five natural persons. Each director shall be appointed by the court, and shall hold office for a term of three years. Each director appointed to fill a vacancy created by the resignation or removal of a director prior to the expiration of his term shall serve for the balance of the unexpired term. Each director shall be removable by the court for cause or at will. Each director shall hold office for the term for which he is appointed and until his successor shall have been appointed and qualified unless sooner removed.

Sec. 2.2. Meetings.

The board of directors shall not meet regularly, but shall assemble at such special meetings as shall be necessary or advisable to give effect to the purpose for which the corporation is organized. The board of directors shall assemble at such special meetings in person or by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting by use of such conference telephone or similar communications equipment shall constitute presence in person at such meeting. Special meetings of the board of directors shall be held at the call of the secretary of the corporation upon the direction of the president of the corporation or upon written request of any two directors. Notice of each special meeting shall be given by the secretary to each director, either personally or by mail or telegram, not less than three days prior to the meeting unless the president or any two directors declare an emergency, in which case personal notice to each director given not less than two hours prior to the meeting shall be satisfactory. Mailed notice shall be considered given at the earlier of (1) delivery at the address of the director, or (2) the expiration of four days after deposit into the United States mail, first class, postage prepaid. Special meetings of the board of directors shall be held at such location within the State of Texas as shall be specified in the notice of the meeting given by the secretary. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. A waiver in writing by any director of notice of a special meeting, whether such waiver be given before or after the time of the special meeting stated in such notice, shall be the equivalent to the giving of such notice. Neither the business to be transacted at nor the purpose of any meeting of the board of directors need be specified in the notice or waiver of notice of such meeting, except as provided in section 5.1 of these bylaws.

Sec. 2.3. Quorum.

The presence of three directors shall be necessary and sufficient for the transaction of business at each meeting of the board of directors. If a quorum shall not be present at any meeting of the board of directors, the directors present may recess the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

Sec. 2.4. Unanimous consent of directors.

Any action required to be taken at a meeting of the board of directors or which may be taken at a meeting of the board of directors or any committee may be taken without a meeting if a consent or consents in writing, setting forth the action to be taken, shall be signed by all directors or all of the members of the committee, as the case may be. Such consent shall have the same force and effect as a unanimous vote and may be stated as such in any articles or documents filed with the secretary of state under the Health Facilities Development Act or otherwise executed and delivered by any officer of the corporation.

Sec. 2.5. Committees.

The board of directors, by resolution adopted by a majority of the directors in office, may designate one or more committees which, to the extent provided in such resolution, shall have and exercise the authority of the board of directors in the management of the corporation. Each such committee shall consist of two or more persons, all of whom shall be directors. Other committees not having and exercising the authority of the board of directors in the management of the corporation may be designated and appointed by a resolution adopted by a majority of the directors at a meeting at which a quorum is present or by the president. Membership on such committees may, but need not be, limited to directors.

Sec. 2.6. Compensation of directors.

Each director shall serve as such without compensation, but shall be reimbursed by the corporation from legally available funds for his actual expenses incurred in the performance of his duties.

ARTICLE III OFFICERS

Sec. 3.1. Officers.

The officers of the corporation shall consist of a president, a vice-president, a secretary, a treasurer, and an assistant secretary and may also include such other officers and assistant officers as the board of directors may elect or the president may appoint at any time and from time to time. Any two or more offices may be held by the same person, except the offices of president and secretary. The board of directors shall elect the officers of the corporation at its first meeting, at the first meeting following each anniversary date of the initial issuance of certificates of incorporation of the corporation by the secretary of state, and, in the case of an election to fill any vacant office, at the first meeting following the vacating of such office. Each officer shall hold office for a period of one year. Each officer elected to fill a vacancy which occurs prior to the expiration of the term of such office shall serve for the balance of the unexpired term. Each officer shall hold office for the term for which he is elected and until his successor is elected and qualified. Any officer elected or appointed may be removed by the persons authorized to elect or appoint such officer whenever in their judgment the best interests of the corporation will be served thereby.

Sec. 3.2. President.

The president shall preside at all meetings of the board of directors. The president shall be the chief executive officer of the corporation, and, subject to the control of the board of directors, shall have general charge and supervision of the management of the affairs of the corporation. The president shall see that all orders and resolutions of the board of directors are carried into effect. The president shall sign and execute all legal documents and instruments in the name of the corporation when authorized to do so by the board of directors, except when the signing and execution thereof shall be expressly delegated by the board of directors to some other officer or agent of the corporation.

Sec. 3.3. Vice-president.

The vice-president shall, in the event of the absence or disability of the president for any cause whatever, discharge the powers and duties of the president, and the vice-president shall perform such additional duties as may be prescribed from time to time by the board of directors.

Sec. 3.4. Secretary.

The secretary shall have charge of the records and correspondence of the corporation under the direction of the president. The secretary shall give notice of and attend all meetings of the board of directors and shall take and keep true minutes of and record all votes cast at such meetings. All such records, correspondence, and minutes shall be open at all times to inspection by any director and by any representative of the commissioners court of Dallas County, Texas. The secretary shall also discharge such other duties as shall be assigned to the secretary by the president or the board of directors at any time and from time to time.

Sec. 3.5. Treasurer.

To the extent not otherwise provided in any resolutions of the board of directors relating to the issuance of bonds, debentures or notes of the corporation or instruments authorized by the board of directors to provide security therefor, the treasurer shall have the custody of all the funds and securities of the corporation; shall deposit the same to the credit of the corporation in such banks or depositories as the board of directors shall designate; shall keep proper books of account and other records showing at all times the amount of the funds and other property belonging to the corporation and of all receipts and disbursements of the corporation, all of which books shall be open at all times to inspection by any director and any representative of the commissioners court of Dallas County, Texas; shall, under the direction of the board of directors, disburse all money and sign all checks and other instruments drawn on or payable out of the funds of the corporation; and shall also make such transfers and alterations in the securities of the corporation as may be ordered by the board of directors. The treasurer shall also discharge such additional duties as may be prescribed at any time and from time to time by the board of directors. The treasurer shall give bond only if required by the board of directors. The treasurer shall render to the president and directors an account of all such person's transactions as treasurer and of the financial condition of the corporation whenever they may request the same.

Sec. 3.6. Assistant secretary.

The assistant secretary shall, in the event of the absence or disability of the secretary for any cause whatever, discharge the duties of the secretary, and the assistant secretary shall perform such additional duties as may be prescribed at any time from time to time by the board of directors.

ARTICLE IV
MISCELLANEOUS

Sec. 4.1. Fiscal year.

The fiscal year of the corporation shall be the period determined by resolution of the board of directors from time to time.

Sec. 4.2. Principal office.

The principal office of the corporation, at which all books and records of the corporation shall be kept, shall be the office of the Commissioners Court Administrator, County Administration Building, Dallas, Texas.

Sec. 4.3. Seal.

The official seal of the corporation shall consist of a five-pointed star surrounded by two concentric circles, the outer circle bearing the name "North Central Texas Health Facilities Development Corporation" and the inner circle bearing the word "Texas," and such seal may be impressed, printed or attached to any instrument authorized by the board of directors, but such seal shall not be necessary to the proper execution by the officers of the corporation of any such instrument unless otherwise specified by the board of directors.

ARTICLE V
AMENDMENTS

Sec. 5.1. Amendments.

These bylaws may be altered, amended or repealed, and new bylaws may be adopted, by the affirmative vote by a majority of the directors of the corporation present at any meeting of the board of directors at which a quorum is present, provided that notice of the proposed alteration, amendment, repeal or adoption is contained in the notice of such meeting, and provided further that each such alteration, amendment, repeal or adoption shall be subject to the approval of the commissioners court of Dallas County, Texas; provided, however, section 1.4 of these bylaws shall not be altered, amended or repealed or new bylaws adopted that do not contain the provisions of section 1.4 without the approval by resolution of the court adopted by a four-fifths vote of its members.

(Ord. No. 91-1028, arts. I—V, 6-18-1991)

Secs. 2-332—2-350. - Reserved.

DIVISION 11. - OLD RED COURTHOUSE, INC. BOARD OF TRUSTEES

Sec. 2-351. - Composition; appointment.

The county commissioners court appoints seven citizens to serve on an oversight board known as the Old Red Courthouse, Inc. by Court Order No. 96-679. Of the seven, four are selected by the court, with one member each to be appointed by the Friends of Old Red, Greater Dallas Chamber of Commerce and the Central Dallas Association.

Sec. 2-352. - Purpose and function.

Management of the Old Red Courthouse in its preservation and redevelopment shall include a museum of county history as well as to assist in raising private funds for restoration of the building.

Sec. 2-353. - Composition; appointment; terms.

The Old Red Courthouse, Inc. Board of Trustees is composed of seven members, appointed as follows: four by the commissioners court, one each by the Friends of Old Red, the Dallas Greater Chamber of Commerce and the Central Dallas Association. The chair shall be appointed by the board of trustees.

Sec. 2-354. - Meetings.

Meetings shall be held as determined by the chair in the Texas Utilities Building, 1601 Bryan Street, 41st Floor. A quorum shall consist of four members.

Sec. 2-355. - Contact person.

The contact person shall be the county budget officer, who can be reached at (214) 653-6389.

Secs. 2-356—2-380. - Reserved.

DIVISION 12. - PARK AND OPEN SPACE BOARD⁹

Subdivision I. - In General

Sec. 2-381. - Creation.

The county commissioners court by Court Order No. 81-426, dated March 2, 1981, created the park and open space board.

(Ord. No. 81-426, 3-2-1981)

Sec. 2-382. - Membership.

- (a) *Appointments; terms.* The park and open space board shall have 11 members appointed by the county commissioners court for two-year terms on February 1 of odd-numbered years. Each commissioners court member shall appoint two members and with one joint appointment by the full court.
- (b) *Vacancies.* If a vacancy occurs, successors will be appointed by the appropriate court members to complete the two-year term currently in effect. Individuals who are appointed to the park and open space board may generally serve no more than six years on the board.

⁹ **Cross reference—** Parks and open space, ch. 50.

(c) *Ex-officio members.* If it so desires, the commissioners court may also appoint the board's two most recent chairs to serve as nonvoting, ex-officio board members after they have reached the six-year limit on appointed service.

(Ord. No. 99-2136, § II, 11-9-1999)

Sec. 2-383. - Attendance.

Any board member who shall be absent from 25 percent of the regularly scheduled or called board meetings during a February 1—January 31 time period shall be deemed to have resigned from the board.

(Ord. No. 99-2136, § III, 11-9-1999)

Sec. 2-384. - Chair and vice-chair.

The chair and the vice-chair of the park and open space board are appointed every two years on February 1 by the commissioners court. It is the duty of the chair (and the vice-chair when the chair is absent) to preside over the meetings of the park and open space board and its executive committee.

(Ord. No. 99-2136, § IV, 11-9-1999)

Sec. 2-385. - Composition of the executive committee.

There shall be an executive committee of the park and open space board, which shall contain at least five members and no more than six, and shall consist of the board's chair and vice-chair. The remaining members, which are selected by the board's chair, shall include one appointee from each commissioners court member not already represented upon the committee by the chair or vice-chair.

(Ord. No. 99-2136, § V, 11-9-1999)

Sec. 2-386. - Required meetings.

The executive committee will meet on an as-needed basis to discuss draft committee reports, to set board meeting agendas, to make specific assignments, and to make specific recommendations to the board. The board will generally meet monthly on an as-needed basis.

(Ord. No. 99-2136, § VI, 11-9-1999)

Sec. 2-387. - Committee appointments.

The chair may appoint as many additional committees as he feels are necessary to conduct the board's work.

(Ord. No. 99-2136, § VII, 11-9-1999)

Sec. 2-388. - Duties.

The park and open space board is advisory in nature, and as such, shall conduct those activities outlined as follows:

- (1) Review, update and recommend a park and open space plan and trail plan to the commissioners court.
- (2) Recommend acquisition and development priorities to the commissioners court.
- (3) Identify and recommend specific open space and trail corridor sites to the commissioners court for acquisition and development.
- (4) Review and recommend action for the commissioners court on any proposed park development.
- (5) Recommend names for new parks and trails to the commissioners court.
- (6) Assist in coordinating park and trail dedication ceremonies.
- (7) Inspect existing park sites for use agreement compliance.
- (8) Review and recommend action for the commissioners court on any proposed easements, conversions or changes in park use.
- (9) Recommend new open space policies and procedures to the commissioners court when need arises.
- (10) Assist in generating public awareness of and support of the county's park and open space program.
- (11) Assist the commissioners court in proposing future open space bond programs.
- (12) When bonds are used to finance the open space program, assist the commissioners court in formulating future open space bond programs. When the program is financed through the county's annual budget, develop and recommend to the court annual funding requests and five-year funding plans.
- (13) Recommend to the commissioners court annual goals for the park and open space program.
- (14) Recommend positions on park and open space issues to the commissioners court.
- (15) Undertake those additional duties and projects assigned by the commissioners court.

(Ord. No. 99-2136, § VIII, app. A, 11-9-1999)

Secs. 2-389—2-410. - Reserved.

Subdivision II. - Bylaws and Policies

Sec. 2-411. - Enumeration.

The bylaws of the park and open space board are as follows:

ADOPTED POLICY
OF THE
DALLAS COUNTY PARK AND OPEN SPACE BOARD

- I. The purpose of the Dallas County Park and Open Space Board is to guide, support and nurture efforts to create a comprehensive open space system for Dallas County. Such efforts are regarded as being a mission of urgency in light of the fact that desirable open space lands are a rapidly diminishing resource within the County and its environs. To that end, the board will endeavor to create the open space system to its fullest extent. All available financial resources and programs of assistance should be sought and enlisted to their full advantage for the purpose of expediently acquiring appropriate land and water areas.
- II. The board hereby declares policies intended to serve the needs and interests of the people of Dallas County as well as to serve the requirements of natural processes found in open space areas. The intent of the policies are:

- A. To proclaim open space as a human need in its intrinsic values of scenery, health, nature appreciation, outdoor recreation, and generally, as a positive contribution to the quality of urban life.
 - B. To recognize open space as a part of nature in its functions of soil and water conservation, sanctuary for plant and animal life, and generally, as a place for the continuance of ecological processes.
 - C. To engender a harmonious relationship between man and that part of his environment that is natural, by creating a productive and distinct pattern of open space amid urban development.
- III. The board assumes responsibility for the adequacy of the Dallas County open space system, and it will assist each of the political subdivisions in fulfilling their obligations thereto. In the patterned location of its open space lands, the county's system will enhance the existing and planned open space efforts of the various municipalities and other governing bodies. The system will neither be competitive nor duplicative in its nature and function.
- IV. The board will develop the system on a basis of area-wide significance and need, in cooperation with the municipalities and other governing bodies within the area of the county and its fringes. Mutually beneficial arrangements should be secured to promote the most efficient and economical application of available human, capital and physical resources. Prior to the county's completing the acquisition process of each new open space site, the affected municipality and the county shall enter into an agreement for use and maintenance of the property. If a use agreement is not feasible for a particular site, then the board shall develop a maintenance plan for such site, and this plan shall be submitted to the commissioners court for approval. The development, maintenance and other operational aspects of open space administration will be subject to approval of the board and commissioners court. Until such time as the land acquisition program is complete or near completion, the development of open space lands through the application of county funds and resources will be a secondary priority. The first priority is the acquisition of open space areas while they are still available.
- V. The board will accept and support the statutes which constitute the governing authority, and will execute policies in a fair and representative manner.
- VI. The board will strive for forethought, vigilance, and leadership in the creation of the Dallas County open space system. The board will make policies intended to provide a continuance of purpose and a flexibility of action to best serve present and future generations of people.
- VII. The board will determine standards and guidelines pertinent to the acquisition, development and use of open space areas in the system. The following policies serve to protect the natural resource as well as to stimulate and protect the public health and welfare of the people of Dallas County:
- A. Open space areas may be acquired in fee, less than fee, as gifts or by other instruments of conveyance or letters of agreement, and will be acquired only if their site is compatible with the Dallas County open space plan, and if they are of adequate character, size and configuration of function as open space without debilitating conditions. All such lands should have predominantly natural values and attractiveness, or potential for restoration to that state.
 - B. At least one of the following criteria should apply in the selection process of areas for inclusion in the Dallas County open space system. Those with several of the listed characteristics will generally take priority over specialized or single function sites.
 - 1. The site is of area-wide significance in its scenery, geology, archaeology, history, wildlife, plant community, or other open space values.
 - 2. The site is large enough to accommodate an undisturbed, self-generating continuation of the resource or natural process which makes it desirable.
 - 3. The site balances or complements an area-wide need; it contributes to a well distributed open space system through the county.
 - 4. The site provides a link with, or an extension of, existing open spaces and parks.

5. The site lends itself to unstructured activities and minimum development. It will host passive or minimal activities, and it promotes nature appreciation or outdoor education.
 6. Sites earmarked for restoration should be capable of hosting a renewal of the natural landscape or interpretative development of historic sites. Unnecessary buildings, fences, roads, other manmade things, and weedy vegetation which detract from open space values will be removable.
- C. Development and use standards will be based on the premise that open space areas are places for the people of Dallas County to enjoy unstructured human experiences in a natural setting, as opposed to the concept of open space areas serving as places for facility-oriented and organized activities.
 - D. The county should endeavor to retain the natural values of its open space. Accordingly, only a small portion of land area, determined by the board to have no natural value and the development of which would not have an adverse environmental effect on the remainder of the area, would be allowed to be developed for active uses. Furthermore, active uses will be limited to unorganized outdoor recreation pursuits of a possible nature such as: picnicking, free play, nature study, nature trails, and other uses as the board and commissioners court may deem appropriate.
 - E. All manmade developments in county open spaces should be minimal, naturalistic, and harmonious with the local natural environment. Professional plans and designs, to be approved by the board and by the commissioners, will be required of all such development plans, and will satisfy these principles and other use and development guidelines established by the board.
 - F. Interior park drives will be permitted only in the larger areas and only where little or no adverse environmental impact will occur. Motorized vehicles will be permitted only on such interior park drives and designated parking areas. Centralized and widely spaced parking areas may be permitted if necessary for access to the longer linear tracts, remote areas or unique landscapes.
- VIII. Open space lands should be dedicated to Dallas County in perpetuity, and they will be protected from encroachments or from shifts to uses not compatible with policy established by the board.

(Ord. No. 81-1495, §§ I—VIII, 9-21-1981)

Secs. 2-412—2-430. - Reserved.

DIVISION 13. - RESERVED¹⁰

Secs. 2-431—2-460. - Reserved.

DIVISION 14. - PUBLIC HEALTH ADVISORY COMMITTEE

Sec. 2-461. - Created; composition.

The public health advisory committee, composed of representatives of each municipal health department in the county was created by Court Order No. 91-1265.

Sec. 2-462. - Purpose and function.

The public health advisory committee is composed of citizen members who review community needs in the areas of environmental health, health education and communicable diseases which have impact upon the overall health of the community; provide leadership in establishing priorities for the various health

¹⁰ **Editor's note**— Ord. No. 2007-1891, adopted Sept. 25, 2007, repealed Div. 13, §§ 2-431—2-434, which pertained to project management advisory committee, and derived from Ord. No. 91-2015, adopted Nov. 12, 1991.

issues facing the county; and encourage the coordination and cooperation of all entities seeking to improve the health of county citizens.

Sec. 2-463. - Composition; appointments; organization.

The public health advisory committee shall be composed of 36 members, appointed as follows: One each by 22 municipal health departments; two by the cities of Dallas, DeSoto and Mesquite; five by the commissioners court; COG; Dallas Area Agency on Aging; and the Dallas County Fire Marshal. The committee shall be chaired by the appointee of the commissioners court. Tenure shall be, in conformance with board and committee policy, two years and not more than six consecutive years.

Sec. 2-464. - Meetings.

Meetings of the public health advisory committee shall be held at 9:30 a.m. to 11:30 a.m., one Friday every quarter, to be determined by the committee, at the Dallas County Health Department, 2377 N. Stemmons Expressway, Room 627, Dallas, TX.

Secs. 2-465—2-490. - Reserved.

DIVISION 15. - RESERVED¹¹

Secs. 2-491—2-520. - Reserved.

(Ord. No.

DIVISION 16. - CLEAN AIR EMISSIONS ADVISORY BOARD

Sec. 2-521. - [Title.]

The organization shall be known as the Dallas County Clean Air Emissions Advisory Board.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-522. - Purpose.

The purposes of the emissions advisory board are:

- (1) to review, monitor, evaluate and advise on goals, objectives and priorities for the development, implementation and operation of locally based clean air initiatives and programs such as, but not limited to, AirCheck Texas the DFW State Implementation Plan, the Texas Emissions Reduction Plan and the Constable Counterfeit Inspection Sticker Program;
- (2) to assist in the development and monitoring of program workloads and outcome measures;
- (3) to review and evaluate the operation and progress of programs and make recommendations to the county, state and other funding stakeholders and;
- (4) to review and report to the county, state and funding stakeholders on progress and accomplishments.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-523. - Membership.

¹¹ **Editor's Note:** This division was repealed by Court Order #2017-1490.

- (a) *Emissions advisory board.* The emissions advisory board shall consist of not more than eight members. The emissions advisory board shall be composed of the following officials or their designee:
- Member of the Dallas County Commissioners Court;
 - Dallas County District Attorney;
 - Local Representative of the Department of Public Safety (DPS) as a non-voting advisory member;
 - North Central Texas Council of Governments (NCTCOG) representative;
 - Two Dallas County Constables, one from the northern and the other from the southern part of the county;
 - Dallas County Sheriff;
 - Dallas County Budget Officer.
- (b) *Appointment of members.* The commissioners court member will be selected by formal vote of the commissioners court. The constables will be named by a majority of the elected Constables of Dallas County. Members shall be the incumbent in the named office or their designee. Member to be appointed representing NCTCOG shall be named by the governing board or highest executive of such agency. The DPS advisory member shall be the local representative of said agency. Any appointing officer or agency may change their designee or appointee at any time by providing written notice filed with the Emissions advisory board chair and recorded in the emissions advisory board's minutes.
- (c) *Term.* Board members shall serve a term of two years. There shall be no limitation on the number of terms served by a board member.
- (d) *Failure to attend meetings.* Designees who have three consecutive unexcused absences from scheduled emissions advisory board meetings and/or who fail to attend four meetings within each annual year shall be asked to have a new designee appointed. Notification to the chairperson or assigned staff support prior to the meeting shall constitute an excused absence.
- (e) *Ex-officio member.* The chair may add non-voting ex-officio members as deemed necessary.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-524. - Officers.

- (a) *Officers.* The officers of the emissions advisory board shall consist of a chairperson and a vice chairperson. The chairperson shall be the commissioners court member and preside at all meetings of the emissions advisory board. The vice chairperson shall be designated by the chair and will preside in the absence of the chairperson.
- (b) *Staff support.* The policy analyst for the commissioners court is designated to provide staff support to the emissions advisory board. The support shall consist of but is not limited to keeping accurate minutes of all meetings, working with the emissions advisory board chair to develop and prepare the agendas and distribute such minutes and agendas to all emissions advisory board members. The minutes shall include a list of the members present, excused and absent and the date, place and time of the next meeting.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-525. - Committees.

- (a) *Sub-committees.* The chairperson of the emissions advisory board shall designate all sub-committees and appoint the chairperson and members of all subcommittees. Sub-committees may include non-emissions advisory board members.

- (b) *Purpose.* Each sub-committee shall be provided with their purpose or task in writing and shall include the anticipated schedule for all work performed.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-526. - Meetings.

- (a) *Regular meetings.* The emissions advisory board shall meet at least quarterly each fiscal year in accordance with a regular meeting schedule adopted by the emissions advisory board.
- (b) *Special meetings.* Special meetings of the emissions advisory board may be called with at least three days prior written notice by the chairperson of the advisory board.
- (c) *Agenda.* The chairperson, along with the commissioners court policy analyst shall prepare an agenda for all meetings of the emissions advisory board.
- (d) *Committee meetings.* Meetings of committees shall be called by the chairperson of the committee.
- (e) *Conduct of meetings.* All meetings of the emissions advisory board and its committees shall be conducted in accordance with the Texas Open Meetings Act, these Bylaws and Roberts Rules of Order, newly revised. In the event of any conflict between these Bylaws and Roberts Rules of Order, newly revised, these Bylaws shall control.
- (f) *Quorum.* Four members of the emissions advisory board shall constitute a quorum for the conduct and transaction of business. All matters to be voted upon shall be decided by a majority vote except as may be otherwise provided in these Bylaws or Roberts Rules of Order, newly revised.

(Ord. No. 2008-264, 2-5-2008)

Sec. 2-527. - Amendments.

- (a) *Amendment of bylaws.* Recommendations for bylaw amendments can be proposed at any regular meeting of the emissions advisory board, provided notice of any proposed amendment was mailed to each emissions advisory board member at least two weeks prior to the date of the emissions advisory board meeting at which time such amendment is to be considered and voted upon. Amendments are then forwarded to the administrator of the commissioners court for filing.
- (b) *Annual reviews of bylaws.* All emissions advisory board members shall review these bylaws annually and report its review at the annual meeting of the advisory board.

(Ord. No. 2008-264, 2-5-2008)

Secs. 2-528—2-550. - Reserved.

DIVISION 17. - WELFARE ADVISORY BOARD

Sec. 2-551. - Creation; authority.

The county commissioners court, by authority of state law and commissioners court Order No. 31858, dated December 28, 1959, created the county welfare advisory board.

Sec. 2-552. - Purpose and function.

The county welfare advisory board is an advisory board which provides input into the operation of the county tax funded public assistance program. Emphasis is on the presentation and monitoring of the annual public assistance budget.

Sec. 2-553. - Composition; qualifications of members; appointments; terms.

The welfare advisory board is composed of five members. Member qualifications are that each member must reside and be a registered voter in the county and must have an interest in the betterment of the county. Members are appointed by the commissioners court. The chair and vice-chair shall be appointed by the board members. Terms, in conformance with board and committee policy, shall be for two years and not more than six years.

Sec. 2-554. - Meetings.

Meetings shall be held on the fourth Friday of each month at 12:00 noon. A quorum shall be achieved by a majority of the members.

Secs. 2-555—2-580. - Reserved.

DIVISION 18. - YOUTH SERVICES ADVISORY BOARD¹²

Sec. 2-581. - Name.

The name of the board shall be the youth services advisory board (YSAB) serving the county commissioners court and the juvenile board of the county. Youth services shall include the following: juvenile detention center and other juvenile programs, county youth services, child welfare, child support programs, family court services, children and adolescent services of mental health and mental retardation and childrens' medical services.

(Ord. No. 87-1718, § I, 9-21-1987)

Sec. 2-582. - Purpose.

- (a) The purpose of the youth services advisory board shall be to coordinate all youth service activities under the direction of the county commissioners court and the county juvenile board, to make recommendations and to seek information from members of the community regarding youth services of the county. The purpose shall further include the enhancing of the quality of youth services provided in the county by planning with and advising the county commissioners court and the juvenile board of the county.
- (b) The purpose of the youth services advisory board shall be achieved by the attainment of these goals:
 - (1) To develop goals, objectives and long range plans involving the youth service system of the county and to review these goals and objectives on a regular basis.
 - (2) To review and monitor existing programs and promote strengthening of the entire family unit.
 - (3) To provide leadership in obtaining adequate funding in order to maintain the quality of youth services provided by the county.
 - (4) To monitor expenditures to ensure that county money, donated funds and any such other funds are expended for the purpose and in the manner for which they were intended or appropriated.
 - (5) To be informed about the budget development process.
 - (6) To assist in obtaining special funding for projects not appropriate for tax monies.
 - (7) To increase community awareness of available youth services.

¹² **State Law reference**— Juvenile Board of Dallas County, V.T.C.A., [Human Resources Code § 152.0631](#);

(Ord. No. 87-1718, § II, 9-21-1987)

Sec. 2-583. - Membership.

- (a) *Generally.* The youth services advisory board shall consist of 21 members. Eight shall be appointed by the county commissioners court, eight shall be appointed by the juvenile board of the county and five shall be joint appointments.
- (b) *Qualifications.* The youth services advisory board shall represent a broad spectrum of the community concerned with the youth service system. No more than four members may be employed by direct service providers.
- (c) *Restrictions.* All members must be 18 years of age or older when appointed as well as being a county resident.
- (d) *Nominations.* Nominations for board members shall be received annually by the chairman of the youth services advisory board prior to January appointment. These nominations shall be submitted to the county commissioners court and the county juvenile board for their consideration. Each member will be appointed to serve a two-year term. The member may be reappointed for two additional two-year terms.
- (e) *Ex officio.* Each chair of the development committees, or designee, shall serve as an ex officio member of the youth services advisory board without voting privileges.
- (f) *Compensation.* The youth services advisory board members shall not receive any salary or other form of compensation for their service.
- (g) *Removal.* Any advisory board member who misses three consecutive meetings shall be removed from the board. Exceptions may be made by a majority vote of the board.
- (h) *Vacancies.* Any vacancy occurring for any reason on the youth services advisory board shall be filled by appointment by the authority (juvenile board of the county or the county commissioners court) that originally appointed the vacating member.

(Ord. No. 87-1718, § III, 9-21-1987)

Sec. 2-584. - Officers of the board.

- (a) The officers of the youth services advisory board shall consist of the chair and vice-chair who shall hold office for one year.
- (b) The chair shall preside at all meetings of the board and shall see that all functions of the board are carried out.
- (c) The vice-chair shall be appointed annually by either the executive committee of the county juvenile board or the county commissioners court in alternate years. The vice-chair shall be designated as chair elect and assume the office of chair at the next annual meeting of the board. He shall perform duties as may be assigned to him by the chair.
- (d) Any officer may be removed at any time by the youth services advisory board with a majority vote of members present and voting at a regular or special meeting of the board at which two-thirds of the voting membership is present whenever such officer shows failure to perform the duties of his office.

(Ord. No. 87-1718, § IV, 9-21-1987)

Sec. 2-585. - Committees.

- (a) The youth services advisory board shall be divided into standing committees which shall deal with, but not be limited to, such issues as finance, foster care/placement, long range planning and agenda planning. The youth services advisory board may establish ad hoc committees at its discretion.
- (b) Youth village/emergency shelter, child welfare and juvenile services may have development committees which shall be responsible to the youth services advisory board. The youth services advisory board shall designate the number of members to serve on these development committees and shall submit recommendations for membership to the appropriate governing body for appointment. The chair of each development committee shall serve as an ex officio member of the youth services advisory board. The chair shall be elected by their respective committees.

(Ord. No. 87-1718, § V, 9-21-1987)

Sec. 2-586. - Meetings.

- (a) *Location; annual meeting.* The meetings of the youth services advisory board shall be held at an appropriate location. The annual meeting of the board shall be in September.
- (b) *Frequency; quorum; special meetings.* The youth services advisory board shall meet monthly. A quorum of a simple majority of membership shall be required to take formal action at any regular or special meeting. Special meetings may be called any time at the discretion of the chair or at the request of one-third of the members.
- (c) *Notice.* Members of the youth services advisory board shall be given at least ten days' advance written notices of special meetings. The meetings shall be open to the public. Requests by the public shall be submitted to the chair ten days prior to a regularly scheduled meeting.
- (d) *Voting.* Each board member shall have one vote. All votes will be based on a simple majority of a quorum of the board.
- (e) *Minutes.* Minutes of regular and special meetings shall be taken by a staff person. Those minutes shall contain the date, place, participants of meeting, topics discussed and action taken. Minutes shall be signed by a board member designated by the chair. Minutes of the meetings shall be provided to each member in advance of the next scheduled meeting for approval or amendments.
- (f) *Parliamentary authority.* The rules found in Robert's Rules of Order, Newly Revised, shall govern the youth services advisory board in all cases where special rules have been adopted.

(Ord. No. 87-1718, § VI, 9-21-1987)

Sec. 2-587. - Amendments.

All procedures in these guidelines may be amended by a two-thirds vote of the voting membership at a regular or special meeting.

(Ord. No. 87-1718, § VII, 9-21-1987)

Secs. 2-588—2-610. - Reserved.

**DIVISION 19. - ADULT AND JUVENILE DETENTION HEALTH SERVICES
ADVISORY COMMITTEE**

Sec. 2-611. - Purpose.

The purpose of the adult and juvenile detention health services advisory committee is to work with the county, the sheriff, juvenile department and hospital district to review, monitor, evaluate and advise on the level and quality of health services that are available in the county's adult and juvenile detention facilities.

(Ord. No. 2002-1733, 9-24-2002)

Sec. 2-612. - Membership.

- (a) The adult and juvenile detention health services advisory committee shall consist of eleven (11) members:
- (1) Two members of the commissioners court;
 - (2) Two members appointed by the county hospital district;
 - (3) Two members appointed by the county medical society, one with a specialty in general health and one in women's health;
 - (4) The chair of the county's special needs offenders program workgroup (SNOP);
 - (5) One member representing the community mental health network provider (value options);
 - (6) The county sheriff or designee;
 - (7) The UTMB physician liaison;
 - (8) A member of the county juvenile board.
- (b) The chair and vice chair will be appointed by the commissioners court. The committee will be staffed by the commissioners court administrator who will prepare agendas, minutes of meetings, and provide services and information as requested by the committee chair. Additional county departments of legal, audit and budget will assign staff to assist the committee in accomplishing its goals and objectives. The jail health advisory committee may appoint subcommittees to review specific areas of interests such as, but not limited to women's and mental health programs. These subcommittees will generally be appointed with a specific assignment and for only a limited period of time. The membership of a subcommittee may include both committee and non-committee members.

(Ord. No. 2002-1733, 9-24-2002)

Sec. 2-613. - Schedule.

The adult and juvenile detention health services advisory committee shall meet monthly. If determined to be necessary the chair may call additional meetings.

(Ord. No. 2002-1733, 9-24-2002)

Sec. 2-614. - Goals and objectives.

The goals and objectives of the adult and juvenile detention health services advisory committee are to develop a process to review the overall level and quality of adult and juvenile detention health services and to work with the hospital district, UTMB and the involved the county offices to develop workload, performance and outcome measures that not only track the overall health program, but also the women's and mental health services.

(Ord. No. 2002-1733, 9-24-2002)

Sec. 2-31. - Qualifications.

The Dallas County Code establishes certain qualifications that must be met by all members of county boards and commissions. In addition to any special qualifications for service on a particular board, a board member must:

- (1) Have been a resident of Dallas County for at least six months prior to the date of appointment.
- (2) Be a qualified Dallas County voter at the time of appointment.
- (3) Not be in arrears on any county taxes, fines, fees or other obligations owed the county.
- (4) Has not been charged with the commission of a class A or class B misdemeanor or in the case of a felony offense under an information or indictment.
- (5) Has not, in the five years preceding the date of application, been convicted of a class A or class B misdemeanor.
- (6) Has not been convicted of a felony within the ten years preceding the date of application or been adjudicated as having engaged in delinquent conduct violating a penal law of the grade of felony in the ten years preceding the date of application.
- (7) Have a creditable record of attendance and performance in any previous Dallas County board service.

In addition, applicants must disclose:

- (1) Whether he/she is an adversary party to pending litigation against the county;
- (2) Is an employee or a business associate of either an adversary party or a representative of an adversary party;
- (3) Has a pecuniary interest in any pending litigation or claim, other than an eminent domain proceeding;
- (4) Whether he/she or their spouse either individually or through an employer has any financial interest, directly or indirectly in any contract or subcontract with the county or in the sale to the county of land, materials, supplies or services or any pending bids, proposals or negotiations in connection with a county contract.

(Ord. No. 2000-1237, § A, 6-20-2000; Ord. No. 2005-917, 5-10-2005; Ord. No. 2012-0417, 3-6-2012)

Sec. 2-32. - Attendance.

- (a) Board members shall be regular in attendance at all officially called board meetings. For board members whose removal process is not prescribed by state law, they will be considered to have resigned if:
 - (1) They serve on a board that generally meets at least eight times a year and they miss more than 25 percent of the regularly scheduled meetings between February 1 and January 31 of any year; or
 - (2) They serve on a board that generally meets less than eight times a year and they miss more than 33 percent of the regularly scheduled meetings between February 1 and January 31 of any year.
- (b) For board members whose removal process is prescribed by state law, failure to comply with subsections (a)(1) or (a)(2) of this section, whichever is appropriate, shall be grounds for removal under the process required by state law.
- (c) Vacancies created by a failure to comply with this policy shall be filled by the commissioners court.

(Ord. No. 2000-1237, § B, 6-20-2000; Ord. No. 2000-2146, § B, 10-24-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-33. - Appointments.

A member of the commissioners court may not appoint themselves, a member of their staff, another member of the court or their staff, to serve on any county board, committee, or commission unless specifically authorized to do so in the board, committee, or commission bylaws. This provision does not apply to the civil service commission.

(Ord. No. 2005-917, 5-10-2005)

Sec. 2-34. - Appointment schedule.

- (a) A complete review of all standing board and committee appointments shall take place each January of odd-numbered years with appointments for the new board confirmed by the commissioners court during January, to become effective February 1 of the same year.
- (b) Board appointments shall be made for a term of two years or until a successor is appointed and qualified to fill the remainder of any unexpired term. No person shall serve on more than one officially designated county board at any one time.

(Ord. No. 2000-1237, § C, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-35. - Term limitations.

- (a) Citizens appointed or confirmed by the county commissioners court to serve on an advisory board, commission, committee, board of managers or any other body, shall be limited to a total of six years of service except as provided in sections 2-35(b) and 2-36. The term "board" shall include, for the purpose of this article, any board, committee or commission, or like group, that is now constituted or shall be created at any time in the future by the state, county, city, or any other government, or agency. Term limitations do not apply to the appointment of a county elected official or employee that serves on such board in their official capacity.
- (b) Any individual who has served a total of six years or more, at the end of a term to which the individual had already been appointed, or if total time of service would have equaled six years or more had the person completed a term which was vacated prior to completion, will be ineligible for future appointment or reappointment to the same board by the county commissioners court, except as provided in section 2-36.

(Ord. No. 2000-1237, § D, 6-20-2000; Ord. No. 2004-1374, 8-10-2004; Ord. No. 2005-917, 5-10-2005)

Sec. 2-36. - Special provisions affecting term limitation.

The provisions of section 2-35 will apply except:

- (1) If application of section 2-35 would cause more than two-thirds of the then current members of any board to be ineligible for consideration of appointment or reappointment, the county commissioners court may consider and/or appoint or reappoint persons who would otherwise be ineligible because of the policies of this article. Actual appointments of such persons shall not exceed one-third of the total of any current or new membership of any board.
- (2) If the provisions stated in subsection (1) of this section are invoked and the person not eligible for appointment or reappointment to any board by the terms of this article is considered and/or appointed or reappointed to any board, the action must be by unanimous consent of the county commissioners court. This action must be reflected in the minutes of an official meeting of the court.

(Ord. No. 2000-1237, § E, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-37. - Oath.

- (a) All board members appointed by the county commissioners court within the provisions of this article will be considered finally appointed and qualified to assume office upon being administered an oath of office by an official or person qualified by law to give an oath of office.
- (b) The required oath of office shall be as follows, except that the words "so help me God" shall be optional:
"I _____ do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____ (member of the board) of Dallas County, Texas, and will to the best of my ability preserve, protect and defend the Constitution and laws of the United States; and I furthermore solemnly swear (or affirm) that I have not directly, or indirectly, paid, offered, or promised to pay, contributed nor promised to contribute, any money or valuable thing or promised such to any public official or employee as a reward for the giving or withholding a vote to secure my appointment, and further affirm that neither I, nor any company, association, or corporation of which I am an officer or principal will act as a supplier of services or goods, nor bid or negotiate to supply services or goods for this institution or for the County of Dallas, Texas, except as shall be consistent with the policies of Dallas County; so help me God."

(Ord. No. 2000-1237, § F, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-38. - Conflict of interest.

- (a) A person is not eligible to be a member of a board or committee appointed by the commissioners court if they hold a partisan elected office and/or become a candidate for nomination or election to any partisan public office. A person appointed to such board or committee that becomes a candidate for nomination or election to any partisan public office shall immediately forfeit the place or position with any board or committee. Partisan elected officials appointed to a county board or commission by the commissioners court on or before adoption of this policy (September 25, 2007) may remain in their appointed position.
- (b) No member of a county board or committee with management authority, nor any company, association or corporation of which the member is an officer or principal, nor relative of such member by blood or marriage to the second degree, shall contract for goods, services or real property with, or be employed by the board or committee on which the member serves or the entity overseen by the board or committee; nor shall the member contract with nor be employed by any agency which contracts with or receives grants from the board or entity on which board the member serves. Notwithstanding the foregoing or anything else contained herein to the contrary, nothing herein shall be interpreted to prevent a relative of a member by blood or marriage to the second degree from being employed by the Dallas County Hospital District as part of a medical residency or subspecialty program. Board members who violate this subsection, or who find themselves to be in violation of this subsection, are deemed to have resigned their position on a county board or committee by virtue of such violation.
- (c) A member of a county board, the purpose of which is advisory in nature, who contracts for goods, services or real property with, receives grants from, or becomes employed by the county, or who contracts for goods, services or real property with, receives grants from, or becomes employed by an entity which contracts with the county, shall inform the county commissioners court in writing of such action prior to such action. If such action creates a conflict of interest or the appearance of a conflict of interest in the opinion of the majority of the county commissioners court, such member shall resign from the county advisory board or committee.

(Ord. No. 2000-1237, § H, 6-20-2000; Ord. No. 2005-917, 5-10-2005; Ord. No. 2006-2223, 12-12-2006; Ord. No. 2007-1888, 9-25-2007; Ord. No. 2008-0155, 1-22-2008)

Sec. 2-39. - Removal for cause.

In addition to the provisions of sections 2-32, attendance, and 2-38, conflict of interest, the members of any board or committee appointed by the commissioners court may be removed from such board or committee for any other cause deemed by the commissioners court sufficient for their removal in the interest of the public, but only after a public hearing before the commissioners court on charges publicly made, if demanded by such members within ten days of notice of the court's intent to remove such appointees.

(Ord. No. 2000-1237, § I, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Sec. 2-40. - Meetings.

- (a) Members of the county commissioners court or their duly selected representative shall be ex-officio members of all county boards to provide optimum input on behalf and in the best interest of all citizens of the county. Members of the commissioners court or their duly appointed representative can attend any and all county board meetings, including public and executive sessions of any and all county boards or committees.
- (b) Some county boards and committees are subject to the provisions of the Texas Open Meetings Law. The staff of a particular board or committee can advise board and committee members of these requirements. The current Texas Open Meetings Law is included in the handbook as Appendix I, which is on file in the county offices. Every member should read and be familiar with its provisions.

(Ord. No. 2000-1237, § J, 6-20-2000; Ord. No. 2005-917, 5-10-2005)

Secs. 2-41—2-60. - Reserved.