

Ivy Avalos
Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1/Mayor ProTem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

**NOTICE ETHICS REVIEW COMMISSION MEETING
OF THE
CITY OF SOCORRO**

CURRENT COMMISSION MEMBERS:

Howard Capshaw Ruben Garcia Ernest Gomez Gina Cordero

Roxanne Jurado Pablo Barrera Diana Nuñez

.....
THE FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATION FOR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY CLERK'S OFFICE AT (915) 858-2915 FOR FURTHER INFORMATION.
.....

NOTICE IS HEREBY GIVEN THAT A ETHICS REVIEW COMMISSION MEETING OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON WEDNESDAY THE 22ND, DAY OF SEPTEMBER, 2021 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:

THIS WRITTEN NOTICE, THE MEETING AGENDA, AND THE AGENDA PACKET, ARE POSTED ONLINE AT [HTTP://CL.SOCORRO.TX.US/ETHICS-COMMISSION/](http://CL.SOCORRO.TX.US/ETHICS-COMMISSION/) THE PUBLIC CAN ACCESS THE MEETING BY CALLING TOLL FREE-NUMBER 844-854-2222 ACCESS CODE 579797.

THE PUBLIC MAY CALL IN 844-854-2222 ACCESS CODE 579797 BY 5:30 PM MOUNTAIN STANDARD TIME (MST) ON SEPTEMBER 22, 2021 TO SIGN UP FOR PUBLIC COMMENT AND THE AGENDA ITEM THEY WISH TO COMMENT ON. THE PUBLIC THAT SIGNED UP TO SPEAK WILL BE CALLED UPON BY THE PRESIDING OFFICER DURING THE MEETING.
.....

1. Call to order

2. Establishment of Quorum

PUBLIC COMMENT

- 3. Public Comment** (The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker. Government Code 551.042 allows for responses by city council to be a statement of specific factual information given in response to the inquiry; or a recitation of existing policy in response to the inquiry; or a decision to add the public comment to a future agenda.)

- 4. Excuse** absent ethics commission members.

Adriana Rodarte

- 5. Approval** of Regular Ethics Commission Meeting Minutes August 12, 2021.

Adriana Rodarte

REGULAR AGENDA

- 6. Discussion and action** on creation of bylaws

Adriana Rodarte

- 7. Next Meeting Date, Time and items for discussion**

Adriana Rodarte

- 8. Adjourn**

DATED THIS 17th DAY OF SEPTEMBER, 2021

By: Rose Escobar
Rose Escobar, Executive Assistant

I, the undersigned authority, hereby certify that the above notice of the meeting of the City Council of Socorro, Texas is a correct copy of the notice and that I posted this notice at least Seventy-two (72) hours preceding the scheduled meeting at the City Administration Building, 124 S. Horizon Blvd., in Socorro, Texas.

DATED THIS 17th OF SEPTEMBER, 2021

By: Rose Escobar
Rose Escobar, Executive Assistant

Agenda posted: 9/17/21
Removed: _____ Time: _____ by: _____

Howard Capshaw

Ruben Garcia

Ernest Gomez



Gina Cordero

Roxanne Jurado

Pablo Barrera

Diana Nuñez

BYLAWS OF THE ETHICS REVIEW COMMISSION

ARTICLE L NAME.

The name of the commission is the Ethics Review Commission.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the commission is:

(A) The Ethics Review Commission shall, in addition to its other duties:

- (1) prescribe forms for reports, statements, notices and other documents required by the provisions within the commission's jurisdiction;
- (2) prepare and publish materials explaining the duties of individuals subject to the provisions within the commission's jurisdiction;
- (3) accept and file any information voluntarily supplied that exceeds the requirements of the provisions within the commission's jurisdiction;
- (4) preserve statements and reports filed with the commission for a period of five years from the date of receipt;
- (5) review the provisions within the commission's jurisdiction and make appropriate recommendations to the city council concerning the provisions within the commission's jurisdiction, and perform an annual review and evaluation of the dollar limits established in Chapter 2-2 (Campaign Finance) and make recommendations to the city council as to those limits;
- (6) conduct hearings in accordance with the provisions of Chapter 2-7 (Ethics and Financial Disclosure) and the commission's rules on sworn complaints alleging violations of the provisions within the commission's jurisdiction; and
- (7) schedule and oversee the forums among candidates in City elections provided for in Chapter 2-2 (Campaign Finance).

(B) The commission may:

- (1) prepare reports and studies to advance the purposes of the provisions within the commission's jurisdiction;
- (2) request the city council and city manager to provide such assistance as it may require in the discharge of its duties; and

- (3) review statements and reports filed under provisions within the commission's jurisdiction in order to obtain compliance with the provisions.

3. MEMBERSHIP.

- (A) The commission is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Commission members serve for a term of four years beginning March 1st on the year of appointment.
- (D) An individual commission member may not act in an official capacity except through the action of the commission.
- (E) A commission member who is absent three in a “rolling” twelve month timeframe automatically vacates the member’s position subject to the holdover provisions in Section 2- 1-27 of the City Code. This does not apply to an absence due to illness or injury of the commission member, an illness or injury of a board member’s immediate family member, active military service, or the birth or adoption of the board member’s child for 90 days after the event. The commission member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the commission. Failure to notify the liaison before the next regular meeting of the commission will result in an unexcused absence.
- (F) At each meeting, each commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

4. OFFICERS.

- (A) The officers of the commission shall consist of a chair, a vice-chair, and a secretary.
- (B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after April 1st. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a board for four consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person’s service in that office. The commission may override the term limit

provision for an officer by an affirmative vote of two-thirds of the authorized commission members.

- (D) A member may not hold more than one office at a time.

5. DUTIES OF OFFICERS.

- (A) The chair shall preside at commission meetings, appoint all committees, represent the commission at ceremonial functions, and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) The secretary shall assist the commission staff liaison to ensure the accuracy of commission meeting minutes. In the absence of the chair and vice-chair, the secretary shall perform all duties of the chair.

6. AGENDAS.

- (A) Two or more commission members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The commission liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

7. MEETINGS.

- (A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Commission meetings shall be governed by Robert's Rules of Order.
- (C) The commission may not conduct a closed meeting without the approval of the city attorney.
- (D) The commission shall meet at least quarterly. In November of each year, the commission shall adopt a schedule of the meetings for the upcoming year, including makeup dates for the holidays and cancelled meetings.
- (E) The chair may cancel a regularly scheduled meeting of the commission if it is determined that there is insufficient business pending to necessitate a meeting. Such cancellation must occur in accordance with the notice requirements contained in the Texas Government Code Chapter 551 (Texas Open Meetings Act).

- (F) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. The commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (G) Six members constitute a quorum.
- (H) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (I) To be effective, a commission action must be adopted by affirmative vote of the number of members necessary to provide a quorum.
- (J) The chair has the same voting privilege as any other member.
- (K) The commission shall allow citizens to address the commission on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (L) The staff liaison shall prepare the commission minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.
- (M) The city clerk shall retain agendas, approved minutes, internal review reports, and bylaws. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (N) The chair shall adjourn a meeting not later than 10 p.m., unless the commission votes to continue the meeting.
- (O) A member of the public may not address a board at a meeting on an item posted as a briefing.

ARTICLE 8. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the commission in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the commission or city council may adopt.

ARTICLE 9. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

5

The bylaws were approved by the City of Socorro City Council at its meeting held on September 16, 2021.

Adriana Rodarte, Ethics Review Commission Executive Liaison

_____ Date: _____

Ivy Avalos
Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1/Mayor Pro Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

ETHICS COMMISSION MEETING MINUTES
AUGUST 12, 2021 @ 6:00 P.M.
VIRTUAL MEETING

MEMBERS PRESENT:

Howard Capshaw
Ruben Garcia
Gina Cordero
Roxanne Jurado
Diana Nuñez

MEMBERS ABSENT:

Ernest Gomez
Pablo Barrera

STAFF PRESENT:

Adriana Rodarte, City Manager
Rose Escobar, Executive Assistant

Estevan Gonzales, IT Director
Diana Rodriguez, Recreation Leader

1. CALL TO ORDER

The meeting was called to order at: 6:06 pm.

2. Pledge of Allegiance and a Moment of Silence

Pledge of Allegiance led by Adriana Rodarte.

3. Establishment of Quorum

Quorum was established with five council members present.
Howard Capshaw
Ruben Garcia
Gina Cordero
Roxanne Jurado
Diana Nuñez

PUBLIC COMMENT

4. Public Comment

No Public Comments

REGULAR AGENDA

**5. *WELCOME INTRODUCTION OF APPOINTED MEMBERS AND CITY STAFF.*
*ADRIANA RODARTE***

Rose Escobar – Introduced Self

Howard Capshaw – Introduced Self

Ruben Garcia – Introduced Self

Gina Cordero – Introduced Self

Roxanne Jurado – Introduced Self

Diana Nuñez – Introduced Self

Adriana Rodarte – Gave website tour to commission members

**6. *DISCUSSION AND ACTION ON APPOINTMENTS OF TEMPORARY CHAIR,
VICE CHAIR AND SECRETARY.*
*ADRIANA RODARTE***

Presentation by Commissioner Iliana Holguin and Ana Apoda from Paso Del Norte Community Foundation.

Motion made by Ruben Garcia and seconded by Gina Cordero to appoint Rose Escobar as Ethics Commission Secretary. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

Motion made by Ruben Garcia and seconded by Gina Cordero to appoint Roxanne Jurado as Temporary Chair of Ethics Commission. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

Motion made by Howard Capshaw and seconded by Diana Nuñez to appoint Gina Cordero as Temporary Vice Chair of Ethics Commission. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

7. DISCUSSION AND ACTION ON CREATION OF BYLAWS,

ADRIANA RODARTE

Motion made by Howard Capshaw and seconded by Gina Cordero to postpone creation of bylaws for next meeting to give commissioners time to read sample of bylaws. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

8. NEXT MEETING DATE, TIME AND ITEMS FOR DISCUSSION,

ADRIANA RODARTE

Motion made by Gina Cordero and seconded by Ruben Garcia to have our next meeting on September 15th at 6:00 for discussion and action on bylaws and discuss training as agenda items. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

34. ADJOURN

Motion made by Gina Cordero and seconded by Diana Nuñez to adjourn. Motion Passed

Ayes: Howard Capshaw, Ruben Garcia, Gina Cordero, Roxanne Jurado, Diana Nuñez
Nays:

Adriana Rodarte, City Manager



Rose Escobar, Executive Assistant

Date minutes were approved