



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

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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.
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NOTICE IS HEREBY GIVEN THAT A ETHICS REVIEW COMMISSION MEETING OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON WEDNESDAY THE 20th, DAY OF OCTOBER, 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/ETHIS-COMMISSION/](http://CL.SOCORRO.TX.US/ETHIS-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 OCTOBER 20, 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.
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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.

Rose Escobar

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

Rose Escobar

REGULAR AGENDA

6. Discussion and action on creation of bylaws

Adriana Rodarte

7. Discussion and action on approving calendar of meetings

Adriana Rodarte

8. Next Meeting Date, Time and items for discussion

Adriana Rodarte

9. Adjourn

DATED THIS 8th DAY OF OCTOBER, 2021

By: 
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 8th OF OCTOBER, 2021

By: 
Rose Escobar, Executive Assistant

Agenda posted: _____
Removed: _____ Time: _____ by: _____



BYLAWS OF THE ETHICS REVIEW COMMISSION

ARTICLE 1. NAME.

The name of the commission is the Ethics Review Commission.

ARTICLE 2. POLICY, PURPOSE, AND INTENT.

- (A) All city officials and employees have a fiduciary duty to the city to be ethical in fulfilling the responsibilities of their positions. At the very least, being ethical includes being disposed to comply with all laws which apply to one's position.
- (B) In the first instance, ethical conduct is motivated by sources outside the law. Therefore, the city strongly encourages development of the highest personal values and standards. Any specific standards established in this article are merely minimum standards below which conduct should not fall. Since it is impossible to establish specific standards for all situations, the purpose of this article is to:
- (C) Provide a process by which officers and employees may identify and resolve ethical issues;
- (D) Avoid conflicts between the personal interest and the public responsibilities of city officials and employees;
- (E) Provide penalties for failure to adhere to these minimum standards;
- (F) Improve standards of public service;
- (G) Increase pride and improve morale among public servants;
- (H) Require disclosure by such officials and employees of private financial interests in matters affecting the city; and
- (I) Help improve public confidence in the integrity of city government.

3. MEMBERSHIP.

- (A) In order to assist the city council, the city has created an ethics review commission. All members shall be residents of the city and shall serve without compensation.
- (B) The commission is composed of seven members appointed by the city council.
- (C) A member serves at the pleasure of the city council.
- (D) Commission members serve for a term of four years beginning November 1st on the year of appointment.
- (E) An individual commission member may not act in an official capacity except through the action of the commission.
- (F) A commission member who has an unexcused absence in a three in a "rolling" twelve-month timeframe automatically vacates the member's position. 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 secretary 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.
- (G) When a conflict of interest arises commission member shall disclose such conflict and abstain from the vote.
- (H) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the secretary, 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 appointed annually by a majority vote of the commission at the first regular meeting in September for an October 1st start date. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency appointment as needed.
- (C) The term of office shall be one year, beginning October 1st and ending September 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 two consecutive one-year terms. A person who has served as an officer in a designated position of a board for two consecutive terms is not eligible for re-appointment 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 secretary 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) One commission member may place an item on the agenda by oral or written request to the secretary at least five days before the meeting but no later than noon on the prior Thursday meeting to be set. After first consulting with and receiving input from the secretary, the chair shall approve each final meeting agenda.

(B) The commission secretary 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 as established on Section 2- 51 rules of conduct and procedures for all meeting of the Socorro City Council and meetings of all Socorro's boards and commissions and Section 2-115 meeting procedures of the City of Socorro Muni code.

(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 October 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) Two member and City Manager 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) Three 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 secretary 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

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: _____

ETHICS REVIEW COMMISSION

WEEK START SUNDAY
 SHOW HOLIDAYS
 SHOW OBSERVED



YEAR 2022

MEETING CALENDAR

JANUARY

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

FEBRUARY

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

MARCH

27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

APRIL

27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

MAY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

JUNE

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

JULY

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

AUGUST

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

SEPTEMBER

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

OCTOBER

25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

DECEMBER

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

DATE OF SCHEDULED MEETINGS / ALL MEETINGS ARE SET TO BEGIN AT 6:00 P.M.