



South Texas Clean Cities and Communities Coalition (STC4) Bylaws

Mission

The mission of the South Texas Clean Cities and Communities Coalition is to promote regional economic, environmental, and energy security by advancing affordable alternative transportation fuels, fuel-saving technologies, and sustainable mobility practices through regional partnerships, infrastructure, and projects.

Background

The Clean Cities & Communities (CC&C) program is a national network focused on enhancing the country's economic, environmental and energy security, via transportation initiatives. The Department of Energy (DOE) supports this initiative through local coalitions that promote affordable alternative transportation technologies.

The South Texas Clean Cities and Communities Coalition (STC4) is established as a CC&C partnership serving 18 counties in South Texas including the boundaries of the Coastal Bend Council of Governments, the Lower Rio Grande Valley Development Council, and the South Texas Development Council.

The Lower Rio Grande Valley Development Council, a regional planning commission, will host the STC4 and employ the Coalition Director, who will oversee meetings, programming, and reporting to the DOE. STC4 will collaborate with other regional clean cities and communities coalitions and local partners to ensure comprehensive coverage and implementation of affordable alternative transportation initiatives. Additionally, STC4 will partner with other coalitions across Texas to optimize fund usage, broaden services between our home office and adjacent coalitions, and ensure alignment and coordination on both regional and statewide initiatives and collaborative efforts.

Purpose

The STC4 Advisory Committee is an advisory board of regional organizations that provides oversight, guidance, and support for coalition activities. The Committee broadly represents the diverse interests and needs of the transportation and efficient fuel option sectors in South Texas.

The Committee aims to provide consensus-based advice and recommendations to the Coalition regarding policies and projects. This guidance will also consider the community's future economic growth. Additionally, the Committee will review policy and planning proposals from local, state, and federal agencies to assess their impact on fuel use and recommend appropriate strategies to mitigate or leverage those impacts. Through participation in committee meetings, stakeholders will help inform and engage the public on sustainable transportation practices in South Texas.

Membership vs. Stakeholders

1. Stakeholders:

- a. Stakeholders are voting members who can serve on the Board of Directors. The number of stakeholders for the organization will range between 9 to 17, representing the three regions within the boundaries of the Councils of Governments
- b. **Term and Renewal:** Stakeholders will serve a two-year term, with the option to renew for additional terms, subject to approval by a majority vote of the Committee
- c. **Attendance and Participation:** Stakeholders or their designated alternates are expected to attend at least 75% of meetings each year. Stakeholders who fail to attend more than three (3) meetings within a year may be considered for replacement.
- d. **Stakeholder Responsibilities:** Stakeholders will assist the Coalition Director with data collection and reporting for DOE communications when possible and participate in relevant subcommittees as needed.
- e. **Removal of Stakeholders:** Stakeholders may be removed by a majority vote if they fail to meet attendance or participation requirements or are no longer aligned with the Coalition's mission and goals.

2. Membership:

- a. Membership is considered entities seeking to join the coalition to gain access to the benefits and resources provided by the organization. While membership can engage in coalition activities and benefit from coalition resources, they do not have voting rights or eligibility to serve on the Board of Directors.

Governance and Operations

- A. **Advisory Role:** The Committee serves as an advisory body to the Coalition Director and staff, providing recommendations and oversight.
- B. **Respect and Collaboration:** Members will engage respectfully, recognizing diverse perspectives and expertise.
- C. **Decision-Making:** The Committee will strive to achieve consensus on recommendations. When consensus is not achievable, decisions will be made by a majority vote.

- D. **Subcommittees:** The Committee may form subcommittees to address specific tasks or initiatives and present their findings and recommendations to the Committee. Subcommittees would be led by a member of the Executive Committee.
- E. **Voting Rights and Procedures:** Each Committee member will have one vote. Proxy voting is allowed if a designated alternate is present.
- F. **Meeting Frequency:** Committee meetings will be held in a hybrid format at least quarterly, with additional meetings scheduled as needed. Special meetings may be convened by the Chair or Coalition Director with at least 24 hours' notice. At least one quarterly meeting a year will be held in person.
- G. **Quorum Requirements:** For the purpose of the transaction of business by the STC4, a quorum shall be a simple majority of the members present with no less than five (5) persons present for the quorum. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.
- H. **Vacancies:**
 - a. A vacancy occurs when:
 - i. Term expires without reappointment
 - ii. Stakeholder voluntarily resigns
 - iii. Stakeholder is physically unable to perform duties of committee; or
 - iv. Disqualification of representation
 - v. STC4 Advisory Committee removes committee member due to conduct or other business-related reasons.
 - b. Vacancies shall be filled through a committee-level selection and recommendation process and approved by the STC4 Committee. The recommendation process shall consist of an announcement of the vacancy at the STC4 committee's quarterly meeting or a recommendation form. The committee will then review the qualifications and make a recommendation for approval.

Executive Committee

1. **Election of Officers:** The Committee will elect a Chair, a Vice Chair, and a Vice Chair Elect every two years. The Chair, Vice Chair, and Vice Chair Elect may not be from the same Council of Governments boundary to ensure representation from the three regions at all times.
2. **Chair Responsibilities:** The Chair will preside over meetings, approve meeting agendas prepared by the Coalition Director, direct Committee decision-making, and assume Coalition Director duties in the event of a vacancy.
3. **Vice Chair Responsibilities:** The Vice Chair will support the Chair and assume their responsibilities when the Chair is absent.
4. **Vice Chair Elect Responsibilities:** The Vice Chair Elect will support the Vice Chair and assume their responsibilities when the Vice Chair is absent.

Amendments

Amendments to these bylaws may be proposed by any Committee member and will require approval by a two-thirds majority vote of the full Committee.