



## ***Structure & Rules for the County Bond Advisory Committee***

### **Introduction & Overview**

Bond advisory committees are a mechanism by which individuals can provide organized feedback and recommendations to a governing body considering debt issuances. These committees are typically assembled and provided with detailed information regarding community needs and potential solutions via projects that would be funded by a bond issuance. These individuals then use this information to formulate feedback to the elected leadership that represents the broad interest of the community.

The following Structure and Rules was developed by the Office of Capital Planning & Performance Management based on research of other Texas municipal bond committee structures. These municipalities include that of Arlington, Austin, Denton, and San Antonio and direct links to this information can be found in the References section at the end of these Structure and Rules. Additionally, local practices were also considered in these Structure and Rules development, specifically the structure of Socorro Independent School District's most recent committee. All details of these items are subject to change and approval by the El Paso County Commissioner's Court.

**Purpose:** The El Paso County Bond Advisory Committee (BoAC) is established to provide expertise and recommendations related to the issuance, management, and utilization of capital financing tools by the County government. The committee's primary objective is to ensure transparency, fiscal responsibility, and public accountability in the County's bond initiatives.

### **I. Committee Composition**

#### ***a. Membership***

- i. The committee shall consist of 11 members, whereby the County Judge and each County Commissioner will appoint 2 members. The Court shall solicit applications and appoint the chair with a majority vote of the Court. All other appointments will be submitted by the County Judge and each individual Commissioner for review and ratification by the Commissioners Court at a regularly scheduled meeting.
- ii. Membership should reflect a diverse range of expertise, including finance, economics, public administration, urban planning, legal affairs, community advocacy, and other relevant fields.
- iii. Members should have a demonstrated interest in local governance, fiscal responsibility, and community development.

*b. Qualifications*

- i. Committee members must be residents and registered voters within the County.
- ii. Members should have a strong understanding of bond issuance processes, financial management, and public policy.

*c. Terms*

- i. Committee members shall serve a single term, ending with the last of 6 committee meetings. The term shall end on July 31, 2024.

**II. Committee Responsibilities**

*a. Review and Recommendations*

- i. Review proposed capital project needs and opportunities, assessing their potential impact on the County's finances, infrastructure, and community needs.
- ii. Provide recommendations to the County Commissioners Court on the issuance, amount, and purpose of bonds based on thorough analysis and public input.
- iii. Evaluate the County's debt capacity and its implications for the fiscal health of the County.

*b. Public Engagement*

- i. Review the data collected and organized by the County, or its consultants from various public forums, town halls, or surveys to gather community input on proposed bond projects.
- ii. Communicate with residents, stakeholders, and community organizations to ensure transparency and public awareness of bond initiatives.

*c. Final Recommendation*

- i. Prepare a recommendation summarizing the committee's activities, feedback, and outcomes, including a final project listing with recommended finance amounts for the Court's consideration.
- ii. Present these recommendations to the Commissioners Court and the public.

**III. Committee Operations**

*a. Meetings*

- i. The committee shall meet periodically to discuss agenda items and fulfill its responsibilities.
- ii. Meetings shall be open to the public.

*b. Staff Support*

- i. The County shall provide appropriate administrative, and staff support to assist the committee in its functions.

*c. Uniform Rules*

- i. The Committee and Committee members shall also be governed by and adhere to the El Paso County Uniform Rules and Procedures for County Boards, except for any provisions that are specifically addressed in these Structure and Rules.
- ii. The Committee and Committee members shall not be subject to the Texas Open Meetings Act (Texas Government Code Chapter 551).

**IV. Ethics and Conflicts of Interest**

**a. Conflict of Interest Policy**

- i. Committee members shall adhere to and be governed by the El Paso County Code of Ethics and shall maintain the highest level of transparency and accountability.
- ii. For clarity, the Conflicts of Interest provision in the El Paso County Uniform Rules and Procedures for County Boards shall apply to the committee members.
- iii. Additionally, for the duration of service on the Committee, Committee members shall also be subject to Section 4 of the Ethics Code (Lobbyist, Activity, Registration & Reporting), and shall have the same requirements and limitations outlined in the Ethics Code as County officers and department heads. Section 4.2 of the Code does not apply if a meeting with a lobbyist is held during an organized official meeting of the Committee.