



# CITY OF HOUSTON

## Executive Order

Subject: **Establishment of Office of Business Opportunity  
Advisory Board**

E.O. No: **1-3**

Effective Date:  
**May 31, 2012**

### 1. PURPOSE

1.1 The purpose of this Executive Order is to facilitate the goals of the City's Office of Business Opportunity by seeking input and advice from the private sector to foster better understanding and relations among small businesses, Minority and Women Business Enterprise ("MWBE") contractors, non-MWBE contractors, and the City. To that end there is hereby created a Board to be known as the "Office of Business Opportunity Advisory Board" (hereinafter, the "Board").

### 2. OBJECTIVE

2.1 The objectives of this Executive Order are to seek private sector assistance in easing difficulties that may be encountered by MWBEs and small businesses in accessing City contracts and to improve communication among small businesses, MWBEs, non-MWBEs and the City.

### 3. ORGANIZATION OF BOARD

#### 3.1 APPOINTMENT

The Mayor's Office shall develop a list of qualified candidates for membership on the Board, and the Mayor shall appoint members to 20 positions, which shall be filled as follows:

- 3.1.1 Positions 1 & 2 Two members representing local contractors' organizations.
- 3.1.2 Positions 3 & 4 Two members representing minority business enterprises.
- 3.1.3 Positions 5 & 6 Two members representing women-owned business enterprises.
- 3.1.4 Positions 7 - 12 Six members representing respected citizens of Houston.
- 3.1.5 Positions 13 & 14 Two members representing the local banking industry.
- 3.1.6 Position 15 One member representing the surety industry.
- 3.1.7 Position 16 The Director of the Houston Airport System of the City of Houston, who shall serve as an ex officio member.
- 3.1.8 Position 17 The Director of the Mayor's Office of Business Opportunity, who shall serve as an ex officio member, and who shall also serve as Secretary of the Board.

Approved:

Date Approved:

05/31/2012

Page 1 of 3

- 3.1.9 Position 18 The City Purchasing Agent of the City of Houston, who shall serve as an ex officio member.
- 3.1.10 Position 19 The Director of the Public Works and Engineering Department of the City of Houston, who shall serve as an ex officio member.
- 3.1.11 Position 20 The Director of the General Services Department of the City of Houston, who shall serve as an ex officio member.

Each of the ex officio members of the Houston Airport System, Mayor's Office of Business Opportunity, City Purchasing Agent, Department of Public Works and Engineering, and General Services Department may, from time to time, designate in writing a person under his or her supervision to act in his or her place as his or her duly authorized representative. This representative is to enjoy all rights and privileges of the position. A copy of the written designation, specifying the dates the person shall act as representative of the Director, shall be filed with the minutes of the Board.

3.2 CHAIR

3.2.1 The Mayor shall designate the Chair of the Board.

3.3 TERMS OF MEMBERS

3.3.1 The terms of office for the appointees to Positions 1, 3, 5, 7, 9, 11, 13 and 15 shall expire on the second day of January of odd-numbered years, and the terms of appointees to Positions 2, 4, 6, 8, 10, 12 and 14 shall expire on the second day of January of even-numbered years; however, each member shall continue in office until his or her respective successor shall have been appointed.

3.3.2 Terms of all members who are not ex officio members shall be for two years from the date of appointment and confirmation.

3.4 VACANCIES

3.4.1 Whenever any position on the Board becomes vacant by reason of death, resignation or removal, the Mayor shall appoint another qualified person to serve the unexpired term of the member being replaced.

3.5 REMOVAL OF MEMBER

3.5.1 Any member of the Board may be removed at any time by the Mayor without consent of City Council.

3.6 NO COMPENSATION

3.6.1 Each member of the Board shall serve without compensation.

3.7 QUORUM

3.7.1 Nine members of the Board shall constitute a quorum for the purpose of conducting Board business.

3.8 VOTING

3.8.1 A majority vote of the members of the Board present and lawfully meeting shall determine the wishes of the Board.

3.8.2 A Board member who is also a City employee shall not vote on any motion,

Subject:

Establishment of Office of Business  
Opportunity Advisory Board

E.O. No.: 1-3

Page 2 of 3

resolution or recommendation by the Board concerning proposed amendments to Chapter 15 of the Code of Ordinances.

### 3.9 RULES

3.9.1 The Board shall adopt reasonable rules and regulations for the conduct of its duties.

### 3.10 REPORTS

3.10.1 All Board reports or recommendations delivered to the Mayor and City Council shall be rendered in writing and an additional copy shall be delivered to the Mayor's Office of Business Opportunity.

## 4. DUTIES OF BOARD

4.1 The duties of the Board are:

4.1.1 To ensure visibility of the Mayor's Office of Business Opportunity and its associated programs among a variety of stakeholders and interested parties;

4.1.2 To support outreach and recruitment efforts, in addition to promoting the Office of Business Opportunity's mission;

4.1.3 To identify best practices in supplier diversity and procurement practices and to provide recommendations in policies and initiatives for the purpose of creating a fair and equitable government procurement environment;

4.1.4 To advise the Director of the Mayor's Office of Business Opportunity in strategy planning;

4.1.5 To provide feedback on the Mayor's Office of Business Opportunity's progress and accomplishments; and

4.1.6 To assist with partnership development with the private sector, educational institutions, and non-government organizations to further the mission of the Mayor's Office of Business Opportunity, including resource development to implement new initiatives.

## 5. RESPONSIBILITY OF DEPARTMENTS AND EMPLOYEES

5.1 All City departments and employees shall cooperate with the Board to the best of their abilities. The Mayor's Office of Business Opportunity shall provide clerical support to the Board, as needed.

## 6. CONFLICT AND REPEAL

6.1 This Executive Order hereby dissolves the Advisory Committee on MWBE Program and Controller-City Relations created in earlier versions of this policy.

6.2 This Executive Order supersedes Executive Order 1-3, Establishment of Advisory Committee on MWBE Program and Contractor-City Relations, signed July 1, 1995, which shall be of no further force or effect.

Subject:

Establishment of Office of Business  
Opportunity Advisory Board

E.O. No.: 1-3

Page 3 of 3