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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** September 18, 2023

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**SUBJECT:**

Consider approval of amended City Council Policy #40 – City Boards, Commissions, Committees Appointment Process by adding new sections VI. Member Responsibilities, VII. Process to address concerns, and VIII. Burleson Rules of Order. (*Staff Contact: Amanda Campos, City Secretary*)

**SUMMARY:**

City Council Policy #40 was adopted by the city council July 18, 2022 to formalize the process of board, commissions, and committee (board) appointments. The policy addresses the authority of the council, staff responsible for boards, training, applications, and the appointment process however does not fully address expectation of members once appointed. The city council reviewed and discussed possible amendments to the policy at the September 5, 2023 council meeting. The council agreed on addition of sections with slight modification presented.

The proposed added sections to the existing Policy #40 not only addresses the expectation of members but of staff and fully supports Chapter 2, Section 2-31 of the code of ordinances.

The new sections incorporated the changes requested by the city council. The policy will be reviewed by the Council Policies & Valuation Committee and any new revisions will be presented to the full city council in the next 12 months.

**New Sections:**

- VI. Board/Commission/Committee Members responsibilities
  - a. Members have an obligation to be prepared in advance of all meetings. In order to provide for informed decision making and to instill confidence, each member is expected to:
    - i. Study and be familiar with all material in the agenda packet provided by the staff in advance of the meeting
    - ii. Direct any questions about the agenda to the Board/Commission/Committee staff contact, as provided by the Director, in advanced to allow staff to correct or provide additional information

- iii. Be respectful to fellow members, staff, applicants, and citizens; allowing everyone a chance to participate in the discussion and provide perspective
  - iv. Arrive on time for all posted meetings
  - v. Provide staff at least 72 hours' notice of absences; realizing there are times when emergencies arise making advance notice difficult
  - vi. Provide staff with updated contact information as soon as possible
  - vii. Use the designated staff contact information provided to each member by staff
  - viii. Complete any required training assigned within 90 days of notification and presented to the City Secretary for filing
- b. Chair & Vice Chair – The Chair is the presiding officer at the meetings and the Vice Chair shall act as Chair during the absence or disability of the Chair
- i. The Chair is responsible beginning the meeting on time and making sure a quorum is present before beginning
  - ii. Announce the proper sequence of the meeting according to the posted agenda
  - iii. Recognizing members, staff, and citizens who are entitled to speak
  - iv. Assure decorum is maintained through the entire meeting
  - v. Follow the adopted Burleson Rule of Order found in section VIII
  - vi. State, put to vote and announce results on all properly posted agenda items
- c. Value expectations of members are listed to assure each member is representing the city reflecting its mission and obligations to the citizens:
- i. Conflict of Interest – members will comply with Texas Conflict of Interest/Disclosure Laws. When in question the City Secretary or the Deputy City Attorney will guide the process
  - ii. Confidential information – members will not disclose confidential information provided to them as members of their board, commission, or committee
  - iii. Be mindful of neutrality and impartiality rendering equal consideration to all agenda items and citizens
  - iv. Actively promote principles of good government and good citizenship, being mindful that each member represents the city as a member of one of its board/commission/committee
- VII. Process to address concerns of members in possible violation of Section VI or Chapter 2 Boards, Commissions, Committees
- a. Concerns from staff or fellow members should be directed first to the Director and City Secretary for quick resolution
  - b. If no resolution can be found the City Secretary will notify the City Council at which time the city council will refer to the Community & Intergovernmental Relations Committee for recommendation to be presented to the city council
  - c. Concerns from the public must be in writing and addressed to the City Secretary @ [records@burlesontx.com](mailto:records@burlesontx.com)
  - d. The City Secretary will work with the public on possible resolution, keeping the city council, director, and city manager informed
  - e. If no resolution can be found the City Secretary will notify the City Council at which time the city council will refer to the Community & Intergovernmental Relations Committee for recommendation to be presented to the city council
  - f. All processes shall be in compliance with the Texas Open Meetings Act, city ordinances, state and federal applicable laws

- g. City code of ordinance Chapter 2 grants the city council authority to remove any member
- VIII. BURLESON RULES OF ORDER – *For use by Board, Commission and Committee Members.*

All Boards, Commissions, and Committees of the City of Burleson shall follow the Burleson Rules of Order found in City Council Policy #17 in conducting all meetings.

**OPTIONS:**

- 1) Approve amended Policy #40 as presented
- 2) Approved amended Policy #40 with modifications
- 3) Deny amended Policy #40

**RECOMMENDATION:**

Staff recommends approval

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

Council reviewed and discussed at the September 5, 2023 council meeting.

**STAFF CONTACT:**

Name: Amanda Campos  
Title: City Secretary  
[acampos@burlesontx.com](mailto:acampos@burlesontx.com)  
817-426-9665 or 817-291-5846