

Council Policy #40 – City Boards, Commissions, & Committees Appointment Process

September 18, 2023



Overview

Council Policy #40 adopted July 18, 2022 a

Created to formalize the appointment process for all board, commission, and committee appointments

Amendments reviewed September 18, 2023:

- Replace references to the Council's *Appointment & Council Policies Committee* with *Community & Intergovernmental Relations Committee*; to reflect changes to the Council Committee new structure
- Add responsibilities of members
- Define Chair and Vice Chair roles
- Add value expectations
- Add process to address concerns
- Add Burleson Rules of Order

Code of Ordinance Chapter 2 Article II

Section 2-31 Appointments; terms; removal; exceptions

(c) The city council may, for cause, remove a board member at any time

*** currently there is no other guidance or procedure

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 time 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 item
- c. Value expectation 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

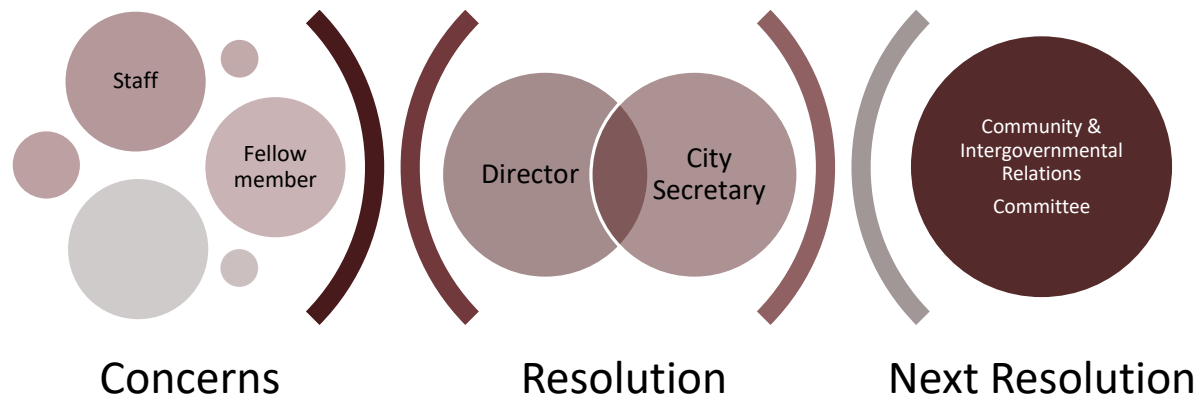
New Sections:

- VI. 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
 - 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

VI. BURLESON RULES OF ORDER – *For use by Board, Commission and Committee Members.*

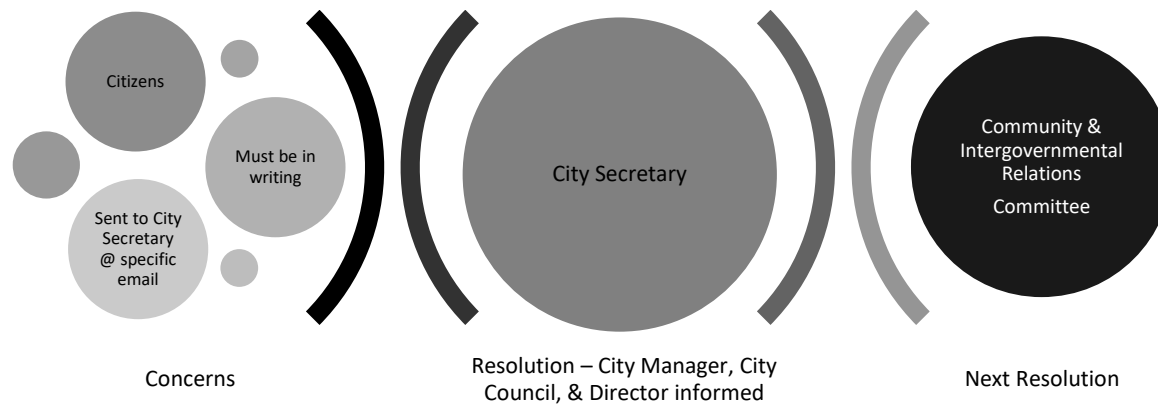
All Boards, Commissions, and Committees of the City of Burleson shall follow the Burleson Rules of Order found in City Council Policy #17 in conducting all meetings.

Process to address internal concerns



- Concerns can be verbal and informal
- Director & City Secretary will work to find resolution
- If no resolution move to Community & Intergovernmental Relations Committee for recommendation to full council
- Presented to full council
- All meetings of committee and council must comply with Texas Open Meetings Act

Process to address concerns from the public



- Concerns must be in writing addressed to records@burlesontx.com
- City Secretary will work to find resolution – keeping City Manager, City Council & Director informed
- If no resolution move to Community & Intergovernmental Relations Committee for recommendation to full council
- Presented to full council
- All meetings of committee and council must comply with Texas Open Meetings Act

Burleson Rules of Order

Adopted through Council Policy #17

The rules contained in this section of the policy shall govern the Burleson City Council meetings & all other council appointed board, commission, or committee in all cases to which they are applicable and not in direct conflict with state laws.

Sections
Presiding Officer
Motion
Point of Order
Point of Information
Call the Question
Public Hearing
Table
Adjourn
Executive Session

Discussion & Direction