

# CITY COUNCIL POLICY #40

## City Boards & Commission Appointment Process

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July 18, 2022



# Framework of Policy

- New city council policy
- Formally adopts the current process city council utilizes for city council board/commission appointments incorporating amendments

## Section I

### *Authority*

## Section II

### *City Boards and Commissions*

#### Authority

- City's Code of Ordinances

#### City Boards and Commissions

- City's Code of Ordinances, Charter, and Texas Local Government Code – terms and requirements
- City Secretary responsible for coordination, reports to council, management of members
- Application is required of all applicants and submitted to City Secretary
- All appointments require action by city council in open meeting

## Section III

### *Applications*

#### Applications

- Created by City Secretary and made available through website, email and in person
- Submitted by July 1 each year for consideration
- Valid 3 years – after expiration must re-submit
- Texas Public Information Act – statement
- Unlimited choices but must rank
- City Secretary notifies annually to confirm interest or additions

## Section IV

### *Appointments & Council Policy Committee*

#### Appointments & Council Policy Committee (A&CP)

- A&CP committee of council – 3 members
- City Secretary create binder for committee: full membership list, re-appointment highlighted, attendance, terms, board requirement, board make-up, and presented by board/commission
- A&CP will meet each year the 1<sup>st</sup> week in August – if appointment needed
- A&CP will bring forward recommendations for appointment to the full council

## Section V

### *Appointments*

#### Appointments

- All appointments approved by city council in an open meeting
- City Secretary will present as a general item on the agenda
- City Secretary will include a full list of all applicants by board/commission
- The applications of the recommended appointees will be included as part of the agenda packet
- Appointments shall be made by the last regular meeting in September
- City Secretary will notify appointees and staff

# Questions / Comments

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