

THE CITY OF
BURLESON
TEXAS

Boards, Commissions & Committees

APRIL 2026

Creation and Scope

Boards, Commissions, & Committees (Boards) were established to support the City Council in shaping policies, guiding improvements, and fostering the city's growth – ensuring that the voices of the citizens are heard and considered.

So, what does the scope look like?

- Staff will provide board members with accurate and relevant data and information related to the items under review by their respective board.
- Staff should clarify and explain current ordinances, policies or laws in place that may impact the board's work.
- Staff should provide board members with the tools they request to perform their review.
- Encourage board member to ask all the questions or seek clarification so they can make informed and thoughtful recommendations to City Council.
- **This EXCLUDES budget, finances of the city, fees/fines, and maintenance operations of the city.**

Let's Talk about this



Let's Talk Absences

Code of Ordinances
Chapter 2
Subsection 2-34

City Council Policy
#40

Over 75% absences does not
mean automatic removal

Must attend at least 75%
of called meetings (Oct –
Sept)

Notify CS
records@burlesontx.com
and board liaison
At least 72 hours prior

Absences will be noted on
attendance roll and
presented during
appointment process

**Note: We realize there are emergency
and unexpected circumstances please
let us know when that happens.**



Membership and Terms

All are Oct. to Sept.

Memberships:

9 Members on all boards EXCEPT P&Z

10 Members on P&Z include a Youth ex-officio member

Youth members are voting members and are included in quorum

Terms:

3 year terms

Term limit is 2 three year terms EXCEPT P&Z = 6 years

Term limit is 3 three year terms for P&Z = 9 years

Must stay off current board for 1 year – term out

Youth members no limit – age will determine

If no youth for a board adult can be appointed for 1 year

Presiding Officers

Chair

Vice-Chair

- ❑ Each board elects their own chair / vice-chair
- ❑ Appointment is for 1 year
- ❑ Council ratifies appointments



What's the job of a Chair or Vice-Chair?

They lead the meeting by making sure the following:

Start at the correct time (can start late not early)

Need quorum present to start – remember the exception Public Art & Cultural Heritage need 3 – No recommendations

Follow the items on the agenda – don't allow none agenda items to be discussed

Make sure all members are heard

Keep the decorum

Burleson Rules of Order are known and applied

Ensure all recommendations are stated clearly and announce it to the membership so everyone is clear

We Provide Training!



What Boards, Commissions, & Committees are there?

Advisory
Committee on
People Disabilities

Animal Shelter
Advisory
Committee

Building Code &
Standards Board

Library Board

Old Town
Development
Standards Review
Committee

Park & Recreation
Board

Planning & Zoning
Commission

Public Spaces &
Cultural Heritage
Committee

Zoning Board of
Adjustments

Descriptions are in the handbook; Your staff liaison will provide a deeper perspective of your board

Did you know you have a webpage?

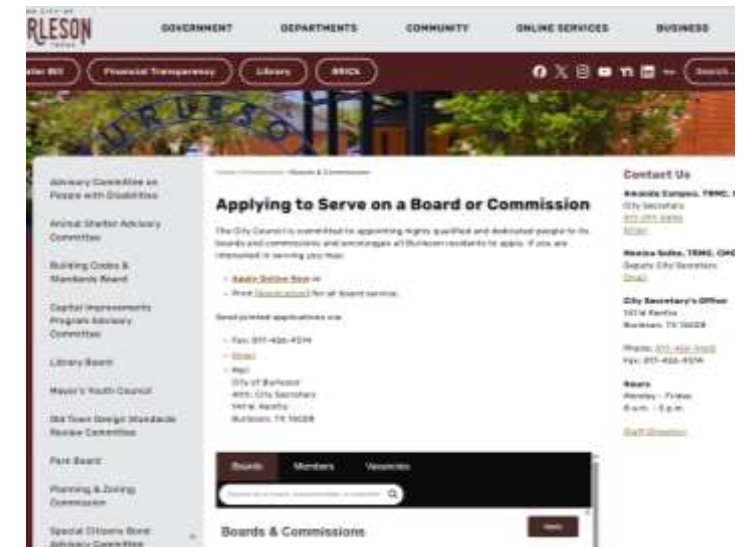
There you can find your board and all other boards

Members and Term

Applications

Members Handbook

Staff contact





QUESTIONS?