

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

September 5, 2023



Overview

Council Policy #40 adopted July 18, 2022

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

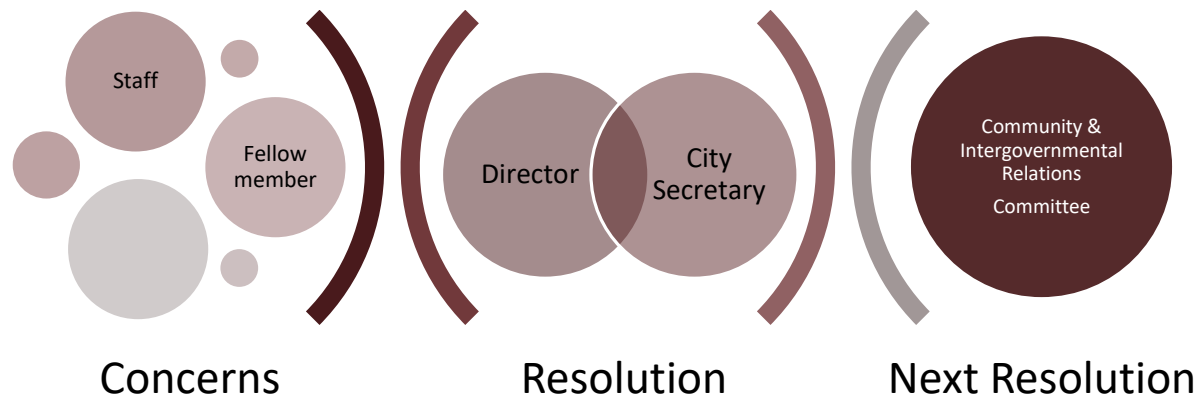
Amendments to review:

- 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

Additions to Policy #40

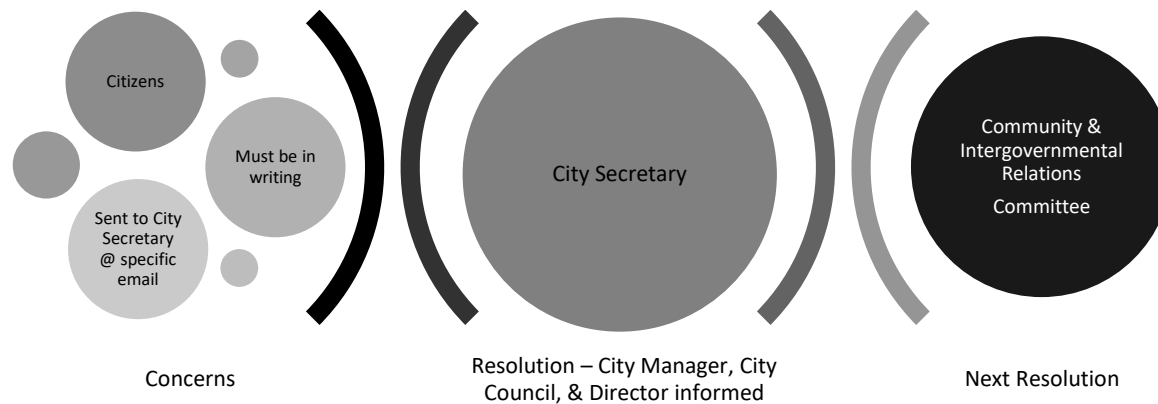
Section VI – a Responsibilities	Section VI - b Chair & Vice Chair	Section VI - c Expectations
<ul style="list-style-type: none"> • Study & be familiar with agenda packet • Direct question to staff prior to meeting • Be respectful of all participating • Arrive on time • Provide 72 hour notice of absences • Provide update contact information • Use designated staff contact • Complete required training in 90 days 	<ul style="list-style-type: none"> • Presiding Officer • Begin meeting on time, make sure quorum • Announce proper sequence of agenda • Recognizing members, staff, & citizens to speak • Assure decorum during meeting • Follow adopted Burleson Rule of Order • State, put to vote and announce results 	<ul style="list-style-type: none"> • Conflict of Interest • Confidential Information • Neutrality and Impartiality • Representatives of the city as members of board, commission, or committee – conduct private and public as example • Actively promote principles of good government & citizenship

Process to address 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



- 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

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

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