



CITY COUNCIL POLICY

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City Boards, Commissions & Committees Appointment Process

Adopted date	July 18, 2022
Revised date	
Department Name	City Secretary's Office

I. AUTHORITY

- a. The City of Burleson Code of Ordinances established the city council's authority to appoint and remove members from the city boards and commissions. Chapter 2 Article II.

II. CITY BOARDS AND COMMISSIONS

- a. The City of Burleson Code of Ordinance, City Charter, and Texas Local Government Code establishes the city's Boards and Commissions, the requirements, and the terms.
- b. The City Council designates the City Secretary as their representative charged with coordination of appointments, providing updates to the city council, and managing board/commission members for all boards/commissions of the city. This shall include training in Texas Open Meetings Act and the Texas Public Information Act.
- c. All appointees must fill out an application and provide to the City Secretary in accordance with this policy.
- d. All appointments will be by action of the city council at a city council meeting held in accordance with the Texas Open Meetings Act.

III. APPLICATIONS

- a. Applications shall be created by the City Secretary's Office and made available to the public via the city's website, email if requested, and paper copy in-person at city hall.
- b. Applications shall be submitted to the City Secretary's Office as directed on the application by July 1 to be considered for appointment in that calendar year.
- c. All applications are valid for 3 years; calculated using date received by the City Secretary's Office. After expiration a new application must be submitted in accordance with this policy.
- d. Under the Texas Public Information Act (the Act) all applications submitted are open to the public through the public information request. Private emails will be redacted in accordance with the Act. A statement will be placed on the application for disclosure to the applicants.
- e. Applicants can apply for as many boards or commissions as they like however they will be forced to rank preference of appointments to provide council full consideration.
- f. The City Secretary's Office will notify all applicants annually to confirm continuing interest in appointment or re-appointment.

~~IV. APPOINTMENTS & COUNCIL POLICY COMMITTEE~~ **COMMUNITY & INTERGOVERNMENTAL RELATIONS COMMITTEE**

- a. ~~The Appointments & Council Policy committee (A&CP)~~ **Community & Intergovernmental Relations Committee (C&IR)** is a committee of the council consisting of 3 council members chosen by the city council.
- b. The City Secretary shall gather all applications, attendance roles, board/commission membership and place in a binder to be provided to the C&IR as soon as applicable after the July 1 deadline.
- c. The binder shall provide all information required for the C&IR to make decisions on appointments.
 - i. Full membership list of the each board/commission
 - ii. Re-appointments will be highlighted
 - iii. Attendance
 - iv. Terms, requirements, board/commission make-up and any specific requirements
 - v. Applications will be categorized by board/commission applied for, if applicant applies for multiple board/commission the application will appear for each board/commission applied for.
- d. The C&IR will meet each year the 1st week in August to review vacancies and re-appointments. If there are no vacancies or re-appointments the C&IR will not meet unless requested by a member of the C&IR.
- e. The C&IR will bring forward recommendations for appointments to the full council for the full council's consideration.

V. APPOINTMENTS

- a. The City Council will consider board/commission appointments in a meeting of the city council held in accordance with the Texas Open Meetings Act.
- b. The City Secretary will bring forward the appointments for council's consideration as a general item on the council agenda.
- c. The City Secretary will include a list of all applicants and board/commission they applied for listed by board/commission.
- d. The applications for the recommended appointees will be included in the agenda packet along with the list of all applicants.
- e. The City Council shall make the appointments by the last regular meeting in September.
- f. The City Secretary shall notify the appointees of their appointment and notify board liaison and director.
 - i. Notification includes: term, instruction on required training, staff contact information and a board/commission book specific to their appointment.

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. Being mindful that each member represents the city as a member of one of its board/commission/committee and should conduct their public and private life as an example to the citizens and fellow members; relaying the city's obligation that all are treated equally in compliance with all laws.
 - v. Actively promote principles of good government and good citizenship
- 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
 - 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.*

The rules contained in this section 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.

- a. **Presiding Officer:** The Chair, if present, shall be the presiding officer. In the absence of the Chair the Vice Chair shall be the presiding officer. In the absence of both the Member with the most senior tenure should preside.
 - i. Should by statement identify quorum present call the meeting to order according to posted agenda and clearly state date and time.
 - ii. Should establish the order of the meeting by following the posted agenda and may call items out of order for purpose of functionality.
 - iii. Shall not make initial motions on items before the Members, however may second a motion.
- b. **Motion:**
 - i. Motion dies from lack of second
 - ii. No amendments to original motion, except by the member making the motion
 - iii. Each item posted on the agenda should be voted on individually
- c. **Point of Order:**
 - i. Any Member may request to identify procedural defect
 - ii. Any Member may make call a filibuster point of order
 - 1. Presiding officer request Member speaking to yield the floor
 - 2. Presiding officer present to the other Members an opportunity to speak
 - 3. If no other Member wishes to speak the officer can return the floor to the original Member speaking
- d. **Point of Information:**
 - i. Any Member may request additional information for other Members to consider
 - ii. There is no debate
- e. **Call the Question:** Only when a motion is on the table for consideration
 - i. Any Member may call the question
 - ii. Requires a second but no vote
 - iii. Ends debate or discussion and requires immediate vote on item
- f. **Public Hearing:**
 - i. Board, Commission, or Committee should fairly allow everyone to be heard before Members speak
 - ii. After all speakers, Members may comment and recall speakers if needed

- iii. Each person will be allowed three (3) minutes to speak. Members and staff will not interrupt speaker's time and will ask questions or clarification after the three (3) minutes of time. If the person requires a translator, they will receive six (6) minutes to address the Council.
- iv. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary or Board, Commission, or Committee staff liaison any hand-outs or material at least 72 hours prior to the meeting. Applicants will be *cognizance of time and be precise when presenting their case.*

g. Table:

- i. Items will be tabled to a specific date and the request made by applicant or staff
- ii. If no date is stated when item is tabled, the item after 180 days will be placed on the next regular agenda and considered
- iii. In non-zoning cases, citizens may make a request to table

h. Adjourn:

- i. Adjournment of the meeting requires a motion and a second but no vote
- ii. Presiding officer will announce date and time of adjournment

i. Executive Session:

- i. Can be taken at any time during the meeting with proper notice to the public – presiding officer shall announce the exceptions and time
- ii. Any Member present may request to convene into executive session in accordance with State Law
- iii. City Manager, Deputy City Manager, City Secretary, Deputy City Secretary, or Staff member may request the board, commission, or committee convene into executive session
- iv. All request to convene into executive session requires a motion, a second and a vote by Members and require the same to reconvene into open session.