CITY COUNCIL POLICY
40
City Boards, Commissions & Committees Appointment Process

Adopted date	July 18, 2022
Revised date	September 18, 2023, September 2, 2025
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. COMMUNITY & INTERGOVERNMENTAL RELATIONS COMMITTEE

a. The 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. The members will review all the applications and vacancies, giving attention to the applicants' ranking. The members should give preference for each applicant to only be appointed to one (1) board of service unless circumstances require otherwise. 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. The members should fully consider the items presented to them at the meeting providing recommendations to be forwarded to the city council or council committee by the Director or designee with consideration given to the necessary timeframe for the item.

ii. All recommendations of the board, commission, or committee should be presented in a report that provides the council full consensus of the members, understanding the recommendations may not all be unanimous. The reports should reflect the discussion and questions of the members present at the meeting in a high level executive summary format. This is not intended to be a verbatim report or minutes.
iii. Study and be familiar with all material in the agenda packet provided by the staff in advance of the meeting
iv. 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
v. Be respectful to fellow members, staff, applicants, and citizens; allowing everyone a chance to participate in the discussion and provide perspective
vi. Arrive on time for all posted meetings
vii. Provide staff with updated contact information as soon as possible
viii. Use the designated staff contact information provided to each member by staff
ix. 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
d. Absences and notifications are the responsibility of each member.
   i. Members shall notify the city secretary's office (records@burlesontx.com) and the board liaison with at least 72 hour notice of absences due to illness, realizing emergencies arise. If absence is emergency related the member should notify the city secretary's office as soon as possible.
   ii. Scheduled absences shall be notified both the city secretary's office (records@burlesontx.com) and board liaison.

iii. The city secretary will note the absences in the attendance roll presented to the city council during the appointment process.
iv. Chapter 2, Article II Boards, Commissions, Committee Section 2-34 Absence rule governs action pertaining to absences.

VII. Creation of boards, commissions, or committees authority can be found in Chapter 2, Article II, Section 2-38 of the code of ordinances. The following is a comprehensive list of boards and will be amended in this section as needed.

a. Planning and Zoning Commission
b. Board of Adjustments
c. Capital Improvement Advisory
d. Parks & Recreation Board
e. Old Town Development Standards
f. Public Spaces & Cultural Heritage
g. Advisory Committee on People with Disabilities
h. Animal Shelter Advisory
i. Building Codes & Standards Board
j. Library Board

VIII. Quorum. A quorum for the conduct of business of the Public Spaces & Cultural Heritage Board, Advisory Committee on People with Disabilities, and Animal Shelter Advisory Committee shall be at least three (3) members of the board. Action may be taken by any of those boards at which a quorum is present at a duly called meeting by a majority of members present.

IX. 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

X. 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.