



Boards, Commissions, & Committees

Council Policy & Valuation Committee
June 4, 2025



Review & Recommendation Agenda

- Membership & Term
- Absence
- Texas Open Meetings Act & Functions of boards
- Current boards structure & Number of boards



Membership & Terms

Does membership and terms still work?

Short answer to YES.

The council reviewed and amended in 2022 and 2023.

Memberships = 9 (exception P&Z with 10 that includes ex-officio youth member)

Term = 2 full terms (exception P&Z = 3; Youth no limit, age will determine)



Absence

Do we need a rule change?

YES let's change Chapter 2 to better serve the members.

Section 2-34 (a) When a member of any city board or commission is absent for three consecutive meetings unless prevented by sickness **and notice provided to the city secretary in accordance with the process of absences in Council Policy #40**, ~~without first having obtained a leave of absence at a regular meeting~~, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.

☐ Section 2-34 (b) ~~If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis)~~ **may not be eligible to continue to serve their current term or not be re-appointed as determined by the city council in their review of membership when presented by the city secretary**



Texas Open Meeting Act - TOMA

“an advisory committee that does not control or supervise public business or policy is not subject to the Act”

We are NOT saying people can't talk! We just need help to meet.

Discussed the following boards and TOMA: General discussion was quorum issues, ability to hold virtual meetings, items not requiring council actions, and general ability to utilize the full potential

- Advisory Committee on People with Disabilities
 - Remain under TOMA with amendments to Policy #40
- Animal Shelter Advisory Committee
 - Remain under TOMA with amendments to Policy #40
- Cemetery Board
 - Combined with new board – Public Spaces & Cultural Heritage
- Citizens Public Art Committee
 - Committee ending December 2025 will now be combined with new board – Public Spaces & Cultural Heritage

Boren Property Advisory Council – created via agreement of donation will be amended in the agreement to better serve Russell Farm

Council Policy #40



Quorum definition taking into consideration vacancies, number of members needed for valid and clear discussion.

- Advisory Committee on People with Disabilities
- Animal Shelter Advisory Committee
- Public Spaces & Cultural Heritage
- Board of Adjustments
- Additional boards to consider?

Internal review by City Manager's Office on requirements of packet elements



Board Roles & Responsibilities



Texas Open Meetings & Function of Boards

How do we support the boards better and provide clear direction?

Utilize Council Policy #40 – Boards & Commissions

Add wording to existing - VI. Board/Commission/Committee Members responsibilities

- Items that concerns budget, finances of the city, fees/fines, and maintenance operation function or actions shall not be under the purview of the board to consider or make recommendations.
- Boards should not “vote” on any item presented; consensus will move the recommendations forward – recommendations can be presented as a split decision
- Any recommendations by the boards will be first presented by the Director to either a council committee or directly to the full council as a report presentation to be fully discussed by the city council before being added to any agenda for action. Items presented by this process does not automatically determine it will be added for action
- Items referred to a board by the city council will be an item that council is requesting more public feedback prior to consideration. This item may be sent out as a survey in addition.

How Many?



Current Boards structure & Number of Boards

Do we need more or what change makes sense?

Keep unchanged – legal requirements

Planning & Zoning Commission

Board of Adjustments

Capital Improvement Advisory

Combine into new board

Cemetery

Citizens Public Art

Rename

Park Board to Parks & Recreation Board

Change

Parks & Recreation Board – Remove Russell Farm this property will continue under Boren Property Advisory

Animal Shelter Advisory – Remove cost effectiveness from their function as stated in the code

Expand

Old Town Development Standards

New

Public Spaces & Cultural Heritage

Advisory Committee on People with Disabilities

Creation

Ordinance CSO#760-02-2018 (1-22-2018)

Purpose

The committee is established to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the city, achieve maximum personal independence, and use and enjoy fully all public facilities available within the community

Duties

- Serve as an advisory body to the city council regarding problems affecting disabled persons in the city
- Recommend to the city council measures aimed at improving city facilities to accommodate disabled persons
- Recommend to the city council measures aimed at improving the ability of various city departments and contractors at providing services for disabled persons
- Perform additional duties and functions as required by the city council.



QUESTIONS?