



Dear Board or Commission Member,

On behalf of the Stephenville City Council, I want to thank you for your willingness to serve on a Citizen Board or Commission. Your service is vital to the success of municipal government. Our Boards and Commissions are an invaluable resource for the City of Stephenville as they provide the City Council and City Staff with information and advice that is essential to the effective governance of the City. Without citizen volunteers like you, we could not deliver the wide range of services and quality of life amenities our public enjoys today and will enjoy in the future.

We hope this handbook provides you with the information you need to be a vital and active member of your Board or Commission. We appreciate your help in making Stephenville an unusually good place to be.

Please don't hesitate to contact us with any questions or concerns.

Sincerely,

Doug Svien, Mayor

How Board Appointments are Made

Appointment of Board Members

No later than October 1 each year, the City Secretary will begin accepting applications for appointment to Citizen Boards and Commissions. The application will allow the prospective volunteer to prioritize their choice of Board or Commission. Individuals may not be appointed to multiple boards or commissions.

Re-appointment of Current Board Members

When a Board or Commission Member's term is ending and they are not subject to term limits, the Board or Commission member shall be asked by the City Secretary if they want to continue serving on the Board or Committee. Members wishing to be reappointed must fill out an application form and return it to the City Secretary's Office. Requests for reappointment are subject to approval by the Stephenville City Council.

Filing a Vacancy

When an opening occurs on a Board or Commission, the public will be notified and applications will be accepted for consideration. The City Secretary will forward all such applications to the Council Nominations Committee for their review and recommendations.

Nominations for Appointment

The City Council Nominations Committee will meet in November to review applications. The Committee will call new applicants for the Planning and Zoning Commission, Board of Adjustment, the Stephenville Type B Economic Development Board of Directors, and the Tourism and Visitors Bureau Advisory Board in to speak with the applicant to better determine their qualifications for serving on the desired board or commission. The Committee reserves the right to speak with current members seeking re-appointment to a board or commission. The Nominations Committee will make a recommendation for appointments to be considered by the full city council at the regular December meeting.

The City Secretary will retain each application until the City Council has officially appointed members at the regular December City Council meeting.

Please note that the committee may review applicants' social media and other public pages prior to appointment to boards and commissions.

Citizen Boards and Commissions serve at the will of the Stephenville City Council and are subject to removal at any time for any reason. The Stephenville City Council may leave vacant any position that they feel does not have a qualified applicant.

I'm Appointed to the Board, Now What?

Meetings of governmental agencies and some of their Boards and Commissions are subject to the Texas Open Meetings Act. It is the policy of the City of Stephenville that ALL boards and commissions will operate under the rules of the Texas Open Meetings Act.

Since January 1, 2006, all elected and appointed officials in Texas must complete a one-hour educational training session for the Texas Open Meetings Act. This training must be completed within 90 days of taking office or being appointed to a board.

City staff will organize a training opportunity that fulfills this requirement, and you will be notified of the date and time as soon as possible.

If you are unable to attend the in-person training, you may also complete the training online from the Texas Attorney General's Office at:

<https://www.texasattorneygeneral.gov/og/open-government-training>

**Once you have completed the training, you must provide the City Secretary with a copy of the certificate of completion.*

Remember the golden rule of government meetings:

Except for few exceptions, public business must be conducted in front of the public.

All Boards and Commissions of the City of Stephenville will follow and be subject to the Texas Open Meetings Act.

Open Meeting Laws, Conflicts of Interest, and Related Matters

Texas Open Meetings Act

It is the policy of the Stephenville City Council that ALL City Boards and Commissions will operate under the Open Meetings Act. The general policy of the law is that all meetings of a "governmental body" shall be open to the public, and all votes or decisions of the governing body must be made during a public meeting. Failure to comply precisely with the Act may result in the body's actions being declared void and in criminal charges being filed against violators. The Texas Open Meetings Act is vital to ensuring transparency in a governing body's operation.

What is a "Governmental Body"? Any deliberative body having rule-making or quasi-judicial power and classified as a department or agency of the city. Under the Act, this includes the Planning and Zoning Commission and the Board of Adjustment and, as a practical matter, should be read to include every board, commission and committee of the City.

When does the Act apply? The act applies any time a verbal or electronic exchange (deliberation) concerning any public business or any issue over which the body has supervision or control occurs when a majority or more (quorum) of the body's members are present. The Act is not limited to

regular meetings. It comes into play any time a quorum of the body's members discuss public business. Social functions are excepted as long as any discussion of public business is incidental to the function.

A "walking quorum" occurs when members of a governmental body meet in a series of meetings in person or via phone or other electronic communication in numbers less than a quorum to discuss public business and avoid the requirements of the Act.

What does the Act require? In order for a valid public meeting to be held, written notice of the date, hour, place, and subjects to be discussed must be posted on a bulletin board accessible at all times to the public for at least seventy-two (72) hours before the beginning of the meeting. The notice must be sufficient to alert a reader to the topics that will be considered. Items that are not properly included on the agenda may not be discussed.

What are the exceptions to the Act? (Executive Sessions)

Although no final action, decision, or vote may be taken in a closed meeting, the following matters may be discussed in a closed meeting (executive session).

1. Consultation between a governmental body and its attorney in those instances where the governmental body seeks the attorney's advice with respect to pending or contemplated litigation, settlement offers, and matters where the duty of the attorney to the City pursuant to the Code of Professional Responsibility clearly conflicts with the Open Meeting Law.
2. Purchase, exchange, lease or value of real property, negotiated contracts for prospective gifts or donations to the City, when such discussion would have a detrimental effect on the negotiating position of the City.
3. Appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against such officer or employee, unless the employee requests a public hearing thereon.
4. Meetings regarding the deployment, or the specific occasions for implementation, of security personnel or devices.
5. The Body may meet in closed session to receive information from and ask questions of an employee, as long as no discussion of public business takes place.

Although a full discussion may take place and each member may express his or her views on a subject, a straw vote or secret ballot taken in a closed session violates the Act.

Penalties for Violation of the Act

1. Any member who knowingly calls an executive session, closes or aids in closing a regular meeting to the public, or participates in a meeting closed to the public where a closed meeting is not permitted by the provisions of the Act, is subject to a fine of

not less than \$100.00 or more than \$500.00, or imprisonment in the County Jail for not less than one month nor more than six months, or both.

2. Any member or group of members who conspire to circumvent the provisions of the Act by meeting in numbers less than a quorum for the purpose of secret deliberations in contravention of the Act is guilty of a misdemeanor punishable by a fine of not less than \$100.00 nor more than \$500.00 and/or imprisonment in the County Jail for not less than one month nor more than six months.
3. Participation by a member in a closed session with knowledge that a certified agenda or tape recording of the session is not being kept is a Class C misdemeanor (punishable by fine of up to \$200.00).
4. Any person who makes public any portion of a closed meeting or executive session is guilty of a Class B misdemeanor punishable by a fine of up to \$1,000.00 and/or confinement in the county jail for up to six months. In addition, the violator may also be liable to any person damaged or injured by the disclosure for that person's actual damages, court costs, attorney's fees and punitive damages. (This is most likely to occur when a discussion of personnel matters from the executive session is made public, in a suit by the affected employee.)
6. A violation of any of the provisions of the Act subjects the action taken at the meeting to invalidation by a court.

Conflicts of Interest

Both the City Charter and State Law (Chapter 171, Local Government Code) speak to these subjects. The general discussion here will be in terms of state law.

A. Definitions.

1. "Local public official" means any "officer", elected or appointed, paid or unpaid, of the City who exercises responsibilities beyond those that are advisory in nature. This obviously applies to members of the Planning and Zoning Commission and the Board of Adjustments, and may well apply to members of other boards, commissions, and committees.
2. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized in law.
3. "Substantial interest" means any of the following.
 - a. Ownership of ten percent (10%) or more of the voting stock or shares of a business entity; or
 - b. Ownership of ten percent (10%) or more of the fair market value of the business entity; or
 - c. Ownership of \$5,000.00 or more of the fair market value of the business entity; or

- d. Funds received by the person from the business entity exceed ten percent (10%) of the person's gross income from the previous year; or
- e. An interest in real property, equitable or legal, with a fair market value of \$2,500.00 or more; or
- f. A person has a "substantial interest" if a person related to him within the first degree of consanguinity or affinity has a "substantial interest" as defined above.

A. Violations

- 1. A public official commits an offense if the official knowingly:
 - a. Participates in a vote or decision on a matter involving a business entity or real property in which the official has a substantial interest if the action on the matter will have a special economic effect on the business entity or on the value of the real property involved that is distinguishable from the effect on the public; or
 - b. Acts as a surety for a business entity that has a contract, work or business with the City; or
 - c. Acts as a surety on any official bond required of an officer of the City.

B. Penalties

State law provides that a violation constitutes a Class A misdemeanor, which involves a fine up to \$2,000.00 and imprisonment in the county jail for up to one year. In addition, there may also be liability at common law in tort, contract or equity, including a suit for damages, injunction or mandamus. A violation is also grounds for removal from office as stated above.

C. Procedure to Avoid Violation

If a substantial interest exists, as defined above, and that interest would be peculiarly affected by any official action, before a vote or decision on the matter, the person with the interest must file a conflict of interest affidavit with the City Secretary. Once a conflict of interest has been filed, that person must refrain from any decision making regarding that subject.

Conducting Meetings

Meetings of Governmental bodies are usually conducted by using an adaptation of Robert's Rules of Order. Attached is a brief overview of Robert's Rules. Please read and acquaint yourself with the general concepts of the overview.

ABCs of Parliamentary Procedure

Introduction

Parliamentary procedure is a set of rules for conducting business at meetings and public gatherings. Its roots are in early English Parliaments and in 1876 Henry M. Robert published his manual on Parliamentary Law. Parliamentary Procedure is important because it allows everyone to be heard and to make decisions without confusion. It can be adapted to fit the needs of any organization.

Agenda

The City of Stephenville makes the public aware of the business to be conducted by the Council or Board with the use of a fixed agenda. Under the Texas Open Meetings Act, all agendas must be posted at City Hall and on the city's website at least 72 hours before the meeting.

Items to be discussed during the meeting must be listed and stated as specifically as possible. The agenda should allow anyone reading it to know what the body is discussing and what action they are planning to take.

In addition to being posted, the agenda and supporting documents will be sent to each member of the board, commission, or committee. Please check with the staff liaison of the board/commission to get instructions for receiving the agenda for the specific board/commission.

Motions, Seconds, Debate, and Vote

Any member of the board or commission can offer a motion on the item up for discussion. The motion is a proposal stated "I make a motion..." or "I move that..." In order for a motion to move to the debate or discussion stage there must be a second. A second is made by saying, "I second the motion" or simply "I second". Without a second, the motion dies for lack of second.

After the motion and second, the chair will ask if there is any discussion or questions. At this time, the members of the board will be given an opportunity to discuss their opinions on the matter. After debate, the matter is voted on. The discussion can be ended by the chair or by any member "calling the question".

Tabling an Item

An item may be delayed to the next meeting by tabling the item. This can be done for any number of reasons, the most common of which is the need for additional time in research or additional information from the presenter. The item may also be tabled to beyond the next meeting by stating when the item should be brought back for consideration. Tabling an item takes a motion, second, and vote.

Voting

When a motion is made and seconded and discussion has concluded, the board chairman will call for a vote by asking first for "All those in favor" followed by "All those opposed." Votes are taken verbally unless it is unclear if there are more ayes or noes. In this case, the chair may call for a "roll call vote" in which each member states their vote individually. Under no circumstances is a private ballot or a private vote allowed under the Open Meetings Act.

Attendance

Active participation by all appointed members is necessary for properly functioning boards. Once notice of a meeting has been supplied to a board member, it shall be the responsibility of that member to either attend or, prior to the time of the meeting, notify the Staff Liaison of his/her inability to attend.

For advisory boards, two absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation.

For the Planning and Zoning Commission, and the Stephenville Type B Economic Development Authority, three consecutive absences from meetings of the board/commission shall be considered voluntary resignation. In addition, four absences in any twelve-month period shall be considered a voluntary resignation.

For the Board of Adjustment, three consecutive absences from meetings of the board or four absences in any twelve-month period shall be cause for removal from the board as specified in City of Stephenville Code of Ordinances Section 154.21.2.B.

The council shall fill vacancies created by voluntary resignations or removal in the same manner as all other vacancies.

City of Stephenville Board Liaison Directory

| Board | Liaison | Contact Information |
|--|---|--|
| City Council | Staci King City Secretary | (254) 918-1287 SLKing@stephenvilletx.gov |
| Airport Advisory Board | Jason King Assistant City Manager | (254) 918-1265 jking@stephenvilletx.gov |
| Board of Adjustment | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Building Board | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Electrical Board | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Library Advisory Board | Kelli Votypka Director of Parks and Leisure Services | (254) 918-1216 kvotypka@stephenvilletx.gov |
| Main Street Advisory Board | Sarah Matai Main Street Manager | (254) 552-1225 smatai@stephenvilletx.gov |
| Mechanical Board | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Parks and Recreation Advisory Board | Kelli Votypka Director of Parks and Leisure Services | (254) 918-1216 kvotypka@stephenvilletx.gov |
| Planning and Zoning Commission | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Plumbing Board | Steve Killen Director of Development Services | (254) 918-1222 skillen@stephenvilletx.gov |
| Senior Citizen Advisory Board | Kelli Votypka Director of Parks and Leisure Services | (254) 918-1216 kvotypka@stephenvilletx.gov |
| Stephenville Type B Economic Development Authority | Jeff Sandford Executive Director, SEDA | (254) 459-4921 jsandford@stephenvilleeda.com |
| Tourism and Visitors Bureau Advisory Board | Julie Smith Tourism and Visitors Bureau Manager | (254) 552-1222 jsmith@stephenvilletx.gov |

AIRPORT ADVISORY BOARD

- Purpose:** The Airport Advisory Board advises city council on policy matters affecting the city's airport facility. Working in an advisory capacity, the Airport Advisory Board shall work toward the general improvement of the airport and the advancement of the city as an air transportation center.
- Membership:** Seven-member board. At least five members must be city residents.
- Term:** The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Two absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation.
- Meetings:** The Airport Advisory Board meets at least quarterly at 12:00 p.m. on the third Friday of the month at the Stephenville Clark Regional Airport. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.
- Quorum:** Four members must be present to constitute a quorum for the transaction of business.

BOARD OF ADJUSTMENT

- Purpose:** The Board of Adjustment is a quasi-judicial body that can make interpretations of the meaning and intent of the City of Stephenville Zoning Ordinance. It may also grant special use permits or variance to the Zoning Ordinance. Board of Adjustment members also serve as the city's Buildings and Standards Commission
- Membership:** Five-member board with up to four alternate members. All members must be qualified voters of the City of Stephenville.
- Term:** The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Three consecutive absences from meetings of the board/commission shall be considered cause for removal as specified in City of Stephenville Code of Ordinance. In addition, four absences in any twelve-month period shall be considered cause for removal as specified in City of Stephenville Code of Ordinance.
- Meetings:** The Board of Adjustment meets on the second Thursday of the month at 4:00 p.m., as needed to hear cases.
- Quorum:** Three members constitute a quorum, however, decisions made by the Board of Adjustment require a 75% vote (4 members) to pass. Therefore, action cannot be taken with fewer than four members.

BUILDING BOARD

Purpose: The Building Board addresses issues relative to the International Building Code, provides for the issuance of permits and collection of fees, and regulate activities affecting all building and structures inside the city.

Membership: Five-member board. Membership is limited to the trade profession.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years.

Meetings: The Building Board meets on an as-needed basis.

Quorum: Three members must be present to constitute a quorum for the transaction of business.

ELECTRICAL BOARD

Purpose: The Electrical Board addresses issues relative to the National Electrical Code, provides for the issuance of permits and collection of fees, and the inspection and regulation of the installation of electrical wires and apparatus inside the city.

Membership: Five-member board. Membership is limited to the trade profession.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years.

Meetings: The Electrical Board meets on an as-needed basis.

Quorum: Three members must be present to constitute a quorum for the transaction of business.

LIBRARY ADVISORY BOARD

- Purpose:** The Library Advisory Board advises the city council on policy matters concerning the planning, acquisition, operation, and use of the library and recommends policies on library programs.
- Membership:** Seven-member board. At least five members of the board must be city residents. Two members of the Twentieth Century Club shall be appointed by the Club to serve on the board. Board members are subject to a three-term limit.
- Term:** The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Two absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation.
- Meetings:** The Library Advisory Board shall meet at least quarterly on the third Wednesday of the month at 5:00 p.m. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.
- Quorum:** Four members must be present to constitute a quorum for the transaction of business.

MAIN STREET ADVISORY BOARD

Purpose: The Main Street Advisory Board advises the council on matters related to...

Membership: Seven-member board. Shall consist of....

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.

Attendance: Three consecutive absences, or four total absences in a 12-month period from meetings of the board shall be considered voluntary resignation.

Meetings: The Main Street Advisory Board shall meet at least monthly. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.

Quorum: Four members must be present to constitute a quorum for the transaction of business.

Officers: The board shall, at its first meeting in January, elect the following officers: Chairperson, Vice Chairperson, and Secretary.

Committees: The program shall have at least four (4) permanent committees including but not limited to: Organization, Design, Promotion, and Economic Development. The basic goals, responsibilities, and functions of these committees shall be as identified by the Texas Main Street Program and as directed by the Board to customize the Texas Main Street Program to be applicable to Stephenville. Each permanent committee shall consist of at least three (3) members comprised of Board members and community volunteers.

The Promotions Committee seeks to improve retail sales events, special events, and to create a positive public image of the designated Main Street areas in order to attract investors, developers, and new businesses.

The Design Committee takes advantage of the visual opportunities inherent in the designated Main Street area by directing attention to all of its physical elements: public and private buildings, storefronts, signs, public spaces, and landscaping.

The Organization Committee establishes consensus and cooperation by building partnerships among groups that have a stake in the designated Main Street area. This allows the Stephenville Main Street Program to provide effective, ongoing management and advocacy of the program. The committee serves as the nominating committee.

The Economic Development Committee strengthens the designated Main Street area's existing economic assets while diversifying its economic base.

From time to time as the need arises, the Board may appoint special committees to address special needs. These committees shall be of a size, membership, and duration as determined by the Board.

MECHANICAL BOARD

Purpose: The Mechanical Board addresses issues relative to the International Mechanical Code, provides for the issuance of permits and collection of fees, and regulates activities affecting heating, ventilating, cooling, refrigeration systems, incinerators, or other miscellaneous heat-producing appliances inside the city.

Membership: Five-member board. Membership is limited to the trade profession.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years.

Meetings: The Mechanical Board meets on an as-needed basis.

Quorum: Three members must be present to constitute a quorum for the transaction of business.

PARKS AND RECREATION ADVISORY BOARD

- Purpose:** The Parks and Recreation Advisory Board advises the city council on policy matters concerning the planning, acquisition, operation, and use of parks, playgrounds, and open spaces as well as recommends policies on recreational programs.
- Membership:** Seven-member board. At least five members must be city residents.
- Term:** Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Two absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation.
- Meetings:** Parks and Recreation Advisory Board shall meet at least quarterly at 5:30 p.m. on the third Wednesday of the month. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.
- Quorum:** Four members must be present to constitute a quorum for the transaction of business.

PLANNING AND ZONING COMMISSION

- Purpose:** The Planning and Zoning Commission makes recommendations to the council on comprehensive planning, zoning, subdivision plats, and other related issues.
- Membership:** Seven-member board with two alternates. All members must be qualified voters of the City of Stephenville.
- Term:** Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places and one alternate beginning in odd-numbered years, and even-numbered places and one alternate beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Three consecutive absences from meetings of the board/commission shall be considered voluntary resignation. In addition, four absences in any twelve-month period shall be considered a voluntary resignation.
- Meetings:** The Planning and Zoning Commission meets at 5:30 on the third Wednesday of the month.
- Quorum:** Four members must be present to constitute a quorum for the transaction of business.

PLUMBING BOARD

Purpose: The Plumbing Board addresses issues relative to the International Plumbing Code, provides for the issuance of permits and collection of fees, and regulate activities affecting plumbing inside the city.

Membership: Seven-member board. Membership is limited to the trade profession.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years

Meetings: The Plumbing Board meets on an as-needed basis.

Quorum: Three members must be present to constitute a quorum for the transaction of business.

SENIOR CITIZEN ADVISORY BOARD

Purpose: The Senior Citizen Advisory Board advises the city council on policy matters affecting the Stephenville Senior Citizens Program.

Membership: Seven-member board. At least 4 members must be city residents.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.

Attendance: Two absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation.

Meetings: Senior Citizen Advisory Board meetings are held at least quarterly at 12:00 p.m. on the first Wednesday of the month. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.

Quorum: Four members must be present to constitute a quorum for the transaction of business.

STEPHENVILLE TYPE B ECONOMIC DEVELOPMENT AUTHORITY (SEDA) BOARD OF DIRECTORS

Purpose: The SEDA Board of Directors provides direction to the Executive Director regarding economic development and incentives for establishing businesses in the city of Stephenville. The Board also develops the operating and maintenance budget for SEDA, as well as recommends economic incentives for council approval.

Membership: Seven-member board. Board members may be city or county residents.

Term: Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.

Attendance: Three consecutive absences from meetings of the board/commission shall be considered voluntary resignation. In addition, four absences in any twelve-month period shall be considered a voluntary resignation.

Meetings: SEDA meetings are held on the third Thursday of the month at 11:30 a.m.

Quorum: Four members must be present to constitute a quorum for the transaction of business.

TOURISM AND VISITORS BUREAU ADVISORY BOARD

- Purpose:** The Tourism and Visitors Bureau Advisory Board shall advise the city council on matters affecting tourism and visitors services; expenditure of Hotel Occupancy Tax funds; development and implementation of marketing strategies.
- Membership:** Seven-member board. All members of the board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. The board shall consist of one representative from retail, one representative from restaurants, one representative from hotel, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.
- Term:** Each member of the board shall serve at the pleasure of the council for a term of two years. The term of office begins January 1, with odd-numbered places beginning in odd-numbered years, and even-numbered places beginning in even-numbered years. Board members are subject to a three-term limit.
- Attendance:** Two absences in a 12-month period from meetings of the board/commission shall be considered voluntary resignation.
- Meetings:** The Tourism and Visitors Bureau Advisory Board shall meet at least monthly. The chairperson of the board may work with the staff liaison to develop the meeting agenda. The chairperson of the board may report to the city council through its respective subcommittee.
- Quorum:** Four members must be present to constitute a quorum for the transaction of business.