

RESOLUTION NO. 2026-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE REVISED CITY OF TOMBALL BOARDS, COMMISSIONS, AND COMMITTEES HANDBOOK AS OFFICIAL CITY COUNCIL POLICY; DIRECTING DISTRIBUTION OF THE HANDBOOK TO, AND EXECUTION OF ACKNOWLEDGMENTS BY, CURRENT AND FUTURE MEMBERS OF CITY BOARDS, COMMISSIONS, AND COMMITTEES; ESTABLISHING VIOLATION OF THE HANDBOOK AS GROUNDS FOR CORRECTIVE ACTION; SUPERSEDING THE PRIOR VERSION OF THE HANDBOOK; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Tomball, Texas (“City Council”) relies upon the service of citizen volunteers appointed to the City’s boards, commissions, and committees to advise and assist in the governance of the City; and

WHEREAS, the City has maintained a Boards, Commissions, and Committees Handbook (the “Handbook”) to inform such appointees of applicable eligibility requirements, appointment procedures, meeting practices, ethical standards, and other policies governing service on City boards, commissions, and committees; and

WHEREAS, City staff and the City Attorney’s Office have prepared a revised Handbook, most recently revised July 2026 (the “2026 Handbook”), a copy of which is attached hereto as Exhibit A and incorporated herein by reference, which includes, among other updates, a new Chapter VII establishing standards for social media and online conduct by board, commission, and committee members, and a corresponding Social Media & Online Conduct Acknowledgment (Appendix E); and

WHEREAS, the City Council discussed the proposed 2026 Handbook at its regular meeting on July 20, 2026; and

WHEREAS, the City Council finds that formal adoption of the 2026 Handbook as official City Council policy, and requiring board, commission, and committee members to acknowledge in writing that they have read, understand, and agree to comply with the Handbook, will promote consistency, transparency, and public trust in the operation of the City’s boards, commissions, and committees, and will provide clear notice of the grounds on which corrective action may be taken for violations of the Handbook; and

WHEREAS, nothing in this Resolution or the 2026 Handbook is intended to supersede, conflict with, or diminish any procedural protection afforded by state law to members of a particular board or commission, including the requirement of Texas Local Government Code § 211.008(b)–(c) that a member or alternate member of the Zoning Board of Adjustment be removed only for cause, as found by the City Council, on a written charge and after a public hearing; and

WHEREAS, the City Council does not, by this Resolution, purport to exercise authority over the removal of an elected official from elected office, or over the internal governance, appointment, or removal procedures of any separate legal entity or non-profit corporation board for which the City Council does not itself possess direct appointment and removal authority under that entity's own governing documents and applicable law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

Section 1. Findings. The recitals set forth above are true and correct and are incorporated herein as findings of the City Council.

Section 2. Adoption of Handbook. The City Council hereby adopts the 2026 Handbook, attached hereto as Exhibit A, as the official policy of the City Council governing the eligibility, appointment, conduct, and service of members of City boards, commissions, and committees. The 2026 Handbook supersedes and replaces, in its entirety, the prior version of the Handbook revised September 2025. Nothing in this Resolution amends, repeals, or otherwise affects the continued force and effect of Ordinance No. 93-06 (Code of Ethics of the City of Tomball, Texas), which is reproduced in Chapter VI of the Handbook for reference and remains independently in effect as an ordinance of the City.

Section 3. Distribution and Acknowledgment.

(a) Current Members. Within thirty (30) days of the effective date of this Resolution, the City Secretary shall distribute a copy of the 2026 Handbook to each current member and alternate member of every City board, commission, and committee. Each such member shall execute and return to the City Secretary both the Acknowledgment of Receipt and Understanding (Appendix D) and the Social Media & Online Conduct Acknowledgment (Appendix E) within thirty (30) days of receipt.

(b) Future Appointees. Each person appointed to a City board, commission, or committee after the effective date of this Resolution shall execute and return the Acknowledgment of Receipt and Understanding (Appendix D) and the Social Media & Online Conduct Acknowledgment (Appendix E) before taking the oath of office or, if later, before that person's first meeting.

(c) Records. The City Secretary shall maintain all executed acknowledgments as part of the City's records and shall periodically report to the City Council the status of any outstanding acknowledgments.

Section 4. Grounds for Corrective Action. Consistent with Chapter VII, Section 7.8 of the Handbook, a member's violation of the Handbook constitutes grounds for corrective action, up to

and including removal from the applicable board, commission, or committee, as determined by the City Council in its discretion, except that:

- (a) a member or alternate member of the Zoning Board of Adjustment may be removed only for cause, as found by the City Council, on a written charge and after a public hearing, in accordance with Texas Local Government Code § 211.008;
- (b) before removing a member for a violation of Chapter VI or Chapter VII of the Handbook other than for attendance, the City Council should provide the member written notice of the specific conduct at issue and a reasonable opportunity to respond to the City Council prior to a vote; and
- (c) nothing in the Handbook or this Resolution authorizes the removal of an elected official from elected office, which may occur only as authorized by the City Charter and applicable state law.

Section 5. Separate Legal Entities and Non-Profit Corporation Boards. The City Council requests that the governing board of each separate legal entity and non-profit corporation board described in the Handbook formally adopt the Handbook, including Chapter VII, as a policy of that entity, to the extent consistent with that entity's bylaws, articles of incorporation, and governing law. The City Council recognizes that its authority to enforce the Handbook against a member of such an entity who is not directly appointed by, or subject to removal by, the City Council is limited by that entity's own governing documents and applicable law.

Section 6. Conflicts. All resolutions and parts of resolutions in conflict with this Resolution are, to the extent of the conflict, repealed.

Section 7. Severability. If any provision of this Resolution or the Handbook is held invalid or unenforceable, that holding shall not affect the validity of the remaining provisions, and the City Council declares that it would have adopted the remaining provisions without the invalid provision.

Section 8. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND APPROVED this 3rd day of August, 2026.

CITY OF TOMBALL, TEXAS

Lori Klein Quinn, Mayor

ATTEST:

Thomas Harris III, TRMC, City Secretary

EXHIBIT A

City of Tomball Boards, Commissions, and Committees Handbook (revised July 2026)