

## CHAPTER II

### BOARD, COMMISSION, AND COMMITTEE APPOINTMENT PROCESS

**Application Process.** Citizens interested in serving on a board, commission, committee or separate legal entity can obtain an application from the City Secretary's office at City Hall or from the City's website, [www.tomballtx.gov](http://www.tomballtx.gov). The completed application can be submitted via email to: [cs@tomballtx.gov](mailto:cs@tomballtx.gov) or directly to the Mayor or returned to the City Secretary's office. Applications are valid for two years: from date of submission, after which a new application must be submitted

The City will advertise any open / vacant positions 45 days prior to the council appointments. For an application to be considered, your complete application must be received 30 days prior to the date of possible appointment. Any applications received within 30 days of an appointment will not be considered for the next appointment, therefore, we encourage you to submit a completed application as soon as possible. All eligible applicants will be notified and scheduled to a council workshop/regular meeting where candidates will have the opportunity to introduce themselves and answer any questions.

For your application to be considered complete you must return the following:

1. Boards and Commission Application and/or Tourism Advisory Committee application.
2. Conflict of Interest Questionnaire
3. Conflict of Interest Statement
4. Election on disclosure form
5. Acknowledgement of receipt and understanding of Handbook (page 33)

In addition, persons seeking appointment or reappointment to the Planning & Zoning Commission, Zoning Board of Adjustment, Tomball Economic Development Corporation, or the Tomball Regional Health Foundation shall be required to include a brief bio to include a recent resume.

**Appointment Process.** The City of Tomball City Council makes appointments to City of Tomball Boards, Commissions, Committees, and separate legal entities. The City Council considers applications to these boards during regular City Council meetings.

**Notice of Appointment.** After the City Council appoints a person to serve as a member of a Board, Commission, Committee or separate legal entity, the City

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Secretary will notify the Board/Commission Secretary and they notify the appointee in writing of the appointment. ~~Generally, the City Council will appoint members to no more than three (3) consecutive terms of service on a single board.~~

**Eligibility and Qualifications.** The Tomball City Council seeks qualified ~~persons~~ people to serve on Boards, Commissions and Committees. The qualifications required to serve on a particular Board, Commission or Committee are determined by City of Tomball Home Rule Charter, Ordinance, Boards and Commissions Handbook or by the State law which established the Board, Commission, or Committee.

Appointments to Boards, Commissions, Committees or separate legal entities that do have eligibility requirements must be made in accordance with the governing City Home Rule Charter, City Ordinance, Boards and Commissions Handbook or State statutes. Board, Commission or Committee members must continue to meet the eligibility requirements during the entire time they serve. If a member cannot continue to maintain the necessary requirements, he/she shall resign his/her position.

**Nepotism.** Section 6.05 of the Home Rule Charter provides that no officer of the City or officer of any City Board shall appoint, or vote for or confirm the appointment to any office, position, clerkship, employment or duty, of any person related within the second-degree of affinity (by marriage) or within the third-degree by consanguinity (by blood) to the person so appoint or so voting, or related to any other member of the governing body or board of the City.

**Oath of Office.** Upon appointment, an oath of office is administered to all members of Boards, Commissions, and Committees. The oath of office can be administered by the ~~City Board~~ Secretary or designee or a City-employed Notary Public for the State of Texas prior to presiding over a meeting.

**Open Meetings Act Training.** Upon appointment, each ~~new~~ board member is required to complete the Open Meetings Act Training as required by the State of Texas Attorney General within ninety (90) days of his/her appointment and provide a certificate of completion to the City Secretary for the City's records.