

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 20, 2026

Topic:

Review of and Discussion on the Boards, Commissions, and Committees Handbook, to include Social Media and Online Conduct, and other updates and revisions necessary, applicable to all board, commission, committee members, and elected officials.

Background:

The City of Tomball maintains a Boards, Commissions, and Committees Handbook that serves as the primary governing reference document for all citizens appointed to serve on City advisory and decision-making bodies. The Handbook was most recently revised in September 2025 and covers the following topics, among others:

- Types of City boards, commissions, committees, and separate legal entities
- Eligibility requirements and the appointment process
- Meeting procedures and attendance standards
- Member responsibilities under State and local law
- Legal liability protections and limitations
- The City of Tomball Code of Ethics

The Handbook is provided to all applicants and newly appointed members as part of the standard orientation process. Members are required to sign an Acknowledgment of Receipt and Understanding prior to taking their seat on any City body.

Separately, the Tomball Legacy Square Advisory Committee (TLSAC) — a committee operating under the Tomball Economic Development Corporation (TEDC) — adopted a Social Media Policy governing the online conduct of its members in connection with the Legacy Square redevelopment project. That policy addressed critical topics including the prohibition on conducting committee business through social media, the risk of violating the Texas Open Meetings Act through online group discussions, restrictions on sharing confidential or non-public materials, and standards for respectful public engagement online.

Recognizing that the risks and responsibilities addressed in the TLSAC Social Media Policy apply equally to all City-appointed bodies — and not exclusively to TLSAC — the City Secretary's Office, in coordination with the City Manager's Office, undertook the integration of those standards into the main Handbook as a new, City-wide chapter applicable to all members, staff, and elected officials.

Origination: City Secretary's Office/Olson & Olson

Recommendation:

N/A

Party(ies) responsible for placing this item on agenda: Thomas Harris III, City Secretary

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed	_____	Approved by	_____
	Staff Member		City Manager
	Date		Date