

CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 1 “GENERAL PROVISIONS”, ARTICLE 1.05 “BOARDS, COMMISSIONS AND COMMITTEES”, DIVISION 1 ADDING §1.05.001 “COMMISSIONS AND ADVISORY BOARDS”, ADDING §1.05.002 “APPOINTMENTS FOR COMMITTEES, BOARDS AND COMMISSIONS”, ADDING §1.05.003 “MEMBER CONDUCT AND REMOVAL FROM COMMITTEES, BOARDS AND COMMISSIONS”, AND ADDING §1.05.004 “OPERATIONS OF COMMITTEES, BOARDS AND COMMISSIONS”; PROVIDING FOR REPEAL, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, the City of Willow Park, Texas (“City”) is a Type-A general law municipality located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City of Willow Park desires to adopt regulations and procedures to govern the creation of commissions and advisory boards within the City; and

WHEREAS, the City of Willow Park City Council finds that adopting this Ordinance is in the best interest of the citizens of Willow Park.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WILLOW PARK, TEXAS, THAT:

SECTION 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. Amendment. That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.001, to be entitled “Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

§ 1.05.001. “Committees, Boards and Commissions”

This Chapter shall be applicable to all City Committees, Boards and Commissions whether in existence now or in the future. A committee, board or commission (“CBC”) may be created by the City Council, and the creation of a CBC requires a majority vote of City Council. A CBC may be created to address a specific issue, fulfill a long-range goal, or provide citizen input to the City Council. The City Council desires to establish standardized procedures for the appointment, membership, dismissal, and code of conduct for the City’s CBCs.

- (a) The guidelines contained here within shall apply to all CBC created or formed by formal action of the City Council of the City of Willow Park. These guidelines are intended to supplement the existing ordinances regarding the Planning & Zoning Commission and the Parks and Recreation Advisory Board, as amended.
- (b) All applicants must be at least eighteen (18) years age of age, qualified voters and reside

- within the corporate limits of the City of Willow Park.
- (c) Members shall have no outstanding debts to the City nor any pending litigation, and no history of being terminated from a CBC for cause.
 - (d) A member cannot serve on more than two (2) CBC boards.
 - (e) No city employee may serve as a CBC member except as a staff liaison in a non-voting support role.
 - (f) No member of City Council may serve as a member of a CBC.
 - (g) Members of boards, committees and commissions serve as volunteers, without pay.
 - (h) Members of boards, committees and commissions may not be related to the Mayor nor a City Council member in office at the time of consideration or application.

SECTION 3. Amendment. That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article **§ 1.05.002**, to be entitled “Appointments for Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

§ 1.05.002. “Appointments for Committees, Boards and Commissions”

- (1) Appointments for Committees, Boards, Commissions
 - (1) Existing CBC members who are eligible for reappointment and whose terms expire during the year are not automatically reappointed. Instead, they are offered the opportunity and shall follow the application and interview procedures herein specified.
 - (2) The terms of each member of a CBC are for two (2) years and expire on January 31st of the second (2nd) year following the member’s appointment, unless the member is appointed to fill a vacancy for an unexpired term.
 - (3) A person appointed to fill a vacancy on a CBC that occurs prior to the scheduled expiration of the incumbent member’s term shall serve the remainder of the incumbent member’s term. For the purpose of reappointments, the term is not considered a full term.
 - (4) Members shall continue to serve until the City Council has appointed a replacement or upon voluntary resignation by the appointee.
- (2) Applications and Selection Process
 - (1) Vacancies. Whether they result from a member’s resignation or term expiration, vacancies shall be advertised to the community via news media, bulletin board, city social media, the City website, and/or City newsletters.
 - (2) Application Requirements. To be considered for an appointment to a City Board, Commission, or Committee, the interested person shall submit a completed “Application for Appointment” form prescribed by the City to the City Secretary for submission to the City Council. Applications will be due to the City on the last working day of October of each year. The City Council may extend the application period if additional time is needed to complete the process.
 - (3) City staff and City Council shall review all applications, staff recommendations shall be presented to Council, and appointments shall be made by a majority vote of City Council members present at the meeting.
 - (4) Special Circumstances. In the event of a vacancy on a CBC during the CBC’s regular term, the City Council may utilize the list of applicants from the previous posting or advertisement and selection process to fill the vacancy, and the City Secretary shall retain all applications.

SECTION 4. Amendment. That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.003, to be entitled “Appointments for Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

§ 1.05.003. “Member Conduct and Removal from Committees, Boards and Commissions

CBC members are expected to conduct themselves at CBC meetings in a fair, courteous, and professional manner. Members of all CBCs serve at the pleasure of the City Council and are subject to removal by a majority vote and at the discretion of the City Council. Reasons for removal may include, but are not limited to:

- (a) Excessive absences from CBC meetings. It is expected that CBC members will attend all regular and called meetings of the CBC to which they are appointed. A member may be subject to removal for missing more than three (3) consecutive regular or called meetings.
- (b) Conviction of a felony, which will result in the members’ immediate dismissal.
- (c) Change of legal residence to outside the corporate limits of the City of Willow Park.

SECTION 5. Amendment. That Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions and Committees”, of the City’s Code of Ordinances is hereby amended to add a new article § 1.05.004, to be entitled “Operations of Committees, Boards and Commissions” as set forth below with all other provisions of Chapter 1, Article 1.05 not herein affected to remain in full force and effect:

§ 1.05.004. “Operations of Committees, Boards and Commissions”

- (a) The following provisions may be approved by the City Council for each CBC:
 - (1) Each CBC at a minimum shall present a quarterly report to the Council. The Council reserves the right to require additional reporting. The report may be in the form of a written report and shall contain such information as may be deemed necessary by the Council.
 - (2) A quorum shall consist of a majority of the members.
 - (3) All CBC meetings shall be duly posted and shall be open to the public in accordance with the State of Texas Open Meetings Act, Government Code Chapter 551, et seq., as amended. All actions and decisions must be made in accordance with the Texas Open Meetings Act.
 - (4) Individuals appointed to any Commission, Board, or Committee must, at a minimum, complete one hour of training relative to the Texas Open Meetings Act.
 - (5) Parliamentary procedures in all CBC meetings shall be governed by Robert’s Rules of Order, and other procedures as may be established.
 - (6) Minutes are required for all meetings of CBCs.
 - (7) All CBC’s created by the City may make recommendations to the City Council regarding revisions and changes to this article.
 - (8) CBC members shall maintain objectivity and be free of conflicts of interest in discharging their duties. Members shall be independent in fact and appearance when hearing matters brought before the CBC. When a CBC member has any reason to believe that he or she cannot be impartial, intellectually honest and free of conflicts of interest, the member shall disclose the facts and circumstances which create the conflict and shall not vote or otherwise participate in consideration of the matter.
 - (9) Any CBC may seek any necessary assistance or resources from the City Council and/or

City Manager/Mayor regarding support needed to carry out the commission's duties. All CBCs shall receive from the city such administrative support as reasonably necessary to carry out the duties of the committee, board or commission and the city shall assist the CBC with maintenance of its records in compliance with the city's records retention schedule.

- (10) For CBC members which deal with confidential information, a Non-Disclosure Agreement (NDA) may be required.
- (11) Members of Committees, Boards and Commissions agree to utilize email accounts assigned to them on the City's domain for Committee business and provide information as may be requested under Public Information Act.

(b) Special Committees

"Ad Hoc" or "Special" Committees may be temporarily set up by the City Council to deal with specific short-term items that cannot be handled by or may be impractical for a regular standing committee. These committees will be dissolved as soon as the purpose for which the committee was created has been fulfilled.

SECTION 6: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 7: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Willow Park hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 8: Effective Date. This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS _____ DAY OF _____ 2025.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

APPROVED AS TO FORM:

Wm. Andrew Messer, City Attorney