

City of Meadowlakes

RESOLUTION 2014-005

August 19, 2014

A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS, REPEALING THE CITY'S EXISTING POLICY TITLED "CITY OF MEADOWLAKES CITY COMMISSIONS, BOARDS AND COMMITTEES APPOINTMENT AND PROCEDURE POLICY" ENTIRELY AND REPLACING SAID POLICY WITH A REVISED POLICY TITLED "CITY OF MEADOWLAKES APPOINTMENT PROCEDURES FOR COMMISSIONS, BOARDS AND COMMITTEES" HEREBY ATTACHED AND MARKED EXHIBIT "A", PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Meadowlakes has previously established a procedure for the appointment of members to various City Commissions, Boards and Committees;

WHEREAS, the City Council of the City of Meadowlakes has determined that it is in the best interest of the citizens of the City of Meadowlakes to review the existing policy and to amend said policy by repealing the existing policy and replacing it in its entirety with a new policy;

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

Section 1. The City Council of the City of Meadowlakes, Burnet County, Texas does hereby find and determine that it is prudent and in the best interest of the Citizens of Meadowlakes to repeal the existing policy for appointment of members to various City Commissions, Boards and Committees.

Section 2. The policies adopted by the City of Meadowlakes, Burnet County, Texas are hereby contained in Exhibit "A", titled "City of Meadowlakes Appointment Procedures for Commissions, Boards and Committees," attached hereto and made a part of this Resolution.

Section 3. All provisions of the resolutions of the City of Meadowlakes, Texas in conflict with the provisions of this resolution are hereby repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in effect.

Section 4. It is hereby declared to be the intention of the City Council of the City of Meadowlakes, Texas that the phrases, clauses, sentences, paragraphs and sections of this resolution are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by a valid judgment or decree of any court of

competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 5. This resolution shall take effect immediately from and after its passage.

Section 6. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Meadowlakes this the 19TH day of August, 2014.

APPROVED:

/s/ Mary Ann Raesener
Mary Ann Raesener, Mayor

ATTEST:

/s/ Christy Fath
Christy Fath, City Secretary

ATTACHMENT "A"



**CITY OF MEADOWLAKES
APPOINTMENT PROCEDURES
FOR COMMISSIONS, BOARDS
AND COMMITTEES**



AUGUST 19, 2014

**CITY OF MEADOWLAKES
APPOINTMENT PROCEDURES FOR
COMMISSIONS, BOARDS, AND
COMMITTEES**

1) INTENT

The purpose of this policy is to standardize procedures for the selection, appointment, membership, and dismissal for City Council appointed Commissions, Boards and Committees.

2) POLICY

Members of the City Council have sought to standardize appointment procedures among various City Commissions, Boards, and Committees (herein referred as CBC). Several CBCs, including Planning and Zoning Commission, Building Committee, and Board of Directors of the Meadowlakes Public Facility Corporation, have been established by City Ordinances, which may set forth many of the organizational procedures.

Council has concerns that recruitment for each CBC has been varied and interested residents may not have been given proper notice about upcoming vacancies. The City Council desires to establish standardized procedures for the appointment, membership, dismissal, and code of conduct for the City's CBCs.

3) PROCEDURES

I. Committees, Boards and Commissions

- (1) The guidelines contained here within this policy shall apply to all Commissions, Boards and Committees (CBC) created or formed by formal action of the City Council of the City of Meadowlakes, including but not limited to:
 - a. Planning and Zoning Commission
 - b. Building Committee
 - c. Board of Directors of the Meadowlakes Public Facility Corporation
- (2) All applicants must be at least eighteen (18) years of age and reside within the corporate limits of the City of Meadowlakes.
- (3) A person serving on one CBC is not eligible to serve on another CBC simultaneously.

II. Appointments

- (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 term of each member of the City's Planning and Zoning Commission and Building Committee expires on October 31st of the second (2nd) year following the member's appointment, and the terms of members of the Meadowlakes Public Facility Corporation expire on October 31st of the third (3rd) year following

a 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 for 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.

III. Applications and Interview Process

- (1) Vacancies. Whether they result from a member's resignation or term expiration, vacancies shall be advertised to the community via news 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 and a complete resume / work history to the City Secretary for submission to the Application Committee. Applications will be due to the City by the last working day of August of each year. The Mayor may extend the application period if in his/her opinion additional time is needed to complete the process.
- (3) Application Review Committee membership. The Application Review Committee shall consist of two (2) members of the Council appointed by the Mayor, one of whom shall be designated by the Mayor to serve as the Chair of the Committee. Two additional members of the Application Committee shall be appointed by a majority vote of the CBC in which any vacancies exist. In addition the Building Committee Application Review Committee shall include one member appointed by the Meadowlakes POA.
- (4) Review process. The Application Committee shall be charged with reviewing, interviewing and making recommendations to the Council for formal action on appointment of individuals to vacancies within the respective CBC. The City Council reserves the right to independently interview any prospective applicant. All interviews should be completed by September 30th; however, the Mayor may extend this deadline in case of extenuating circumstances.
- (5) 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 advertisement and interviewing process to fill the vacancy.

IV. Member Conduct and Removal

- (1) 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 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 member's immediate dismissal.
- c. Change of legal residence to outside the corporate limits of the City of Meadowlakes.

- (2) Members of CBCs are required to contact the CBC Chair twenty-four (24) hours prior to any meeting at which they expect to be absent or late. At the discretion of the Chair and Vice Chair, a member can be considered absent if not present for the entire meeting.

V. Appointment of Chair and Vice Chair

- (1) With the exception of the PFC, each CBC's Chairperson and Vice-Chair shall be appointed by the Mayor with approval of the Council. The Meadowlakes Public Facility Corporation shall elect its officers as per the terms and conditions of its By-Laws and State Statute.
- (2) The City Manager, with concurrence of the City Council, shall appoint a member of the City's staff to serve as the Secretary of all CBCs except for the PFC. This appointee shall serve in an advisory capacity and shall have no voting rights.

VI. Chair and Vice Chair Duties and Expectations

- (1) The Chair shall preside at all meetings and will have duties normally conferred by parliamentary procedures on the Chair.
- (2) The Vice Chair shall act for the Chair in the absence of the Chair.
- (3) The Chair and Vice Chair shall be familiar with "Robert's Rules of Order" principles and procedures.
- (4) The Chair, with the assistance of the Secretary, shall prepare the agenda, shall be prepared at meetings and shall have a general knowledge of each item on the agenda.
- (5) The Chair shall facilitate open and fair discussions at all meetings.
- (6) The Chair shall report member absences in excess of three (3) consecutive meetings to the City Secretary who shall immediately notify the Mayor and City Council.
- (7) The Chair shall serve as the official representative of the CBC.

VII. Operations of Commissions, Boards, and Committees

- (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. 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. The Secretary shall maintain minutes which adequately and appropriately reflect the CBC's meetings and actions. The Chair shall review the minutes prior to distribution to the members to ensure accuracy. Said minutes should be presented for approval at the following meeting. The approved minutes shall be available at the office of the City Secretary for public viewing during normal business hours. All CBC minutes shall be posted on the City's website.

VIII. 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.

THE CITY OF MEADOWLAKES
Application for
Appointment to Commissions, Boards, or Committees

(Please Type or Print Clearly)

Name: _____

Address: _____, Meadowlakes, Texas 78654

Number of Years residing in Meadowlakes: _____ Phone: _____

Email Address: _____

Application to serve on: (Please list your preference in order from 1, 2, and 3.)

- Planning and Zoning Commission _____
- Building Committee _____
- Meadowlakes Public Facility Corporation _____

Employer: (if applicable) _____

Would you be available to attend meetings (please check):

_____ in the evenings
_____ during the day

Do you serve on any other commission, board, or committee at this time? If so, please list:

If selected, I agree to serve in the position to which I am appointed and that I am able to regularly attend meetings as may be required.

Signature: _____ Date of Application: _____

Note: Please attach a detailed resume that identifies your qualifications to serve on the committee for which you are applying. All information on this application is public information pursuant to the provisions of the Texas Public Information Act. Individuals appointed to serve on a commission, board or committee will be required to complete the online training related to the Texas Open Meetings Act.

Please return this application form to:

City of Meadowlakes, Attention: City Secretary
177 Broadmoor Street
Meadowlakes, Texas 78654
Fax 830-693-2124
E-Mail: cfath@meadowlakestexas.org