



## **CITY OF THE BURNET, TEXAS POLICIES AND PROCEDURES FOR ADVISORY BOARDS AND COMMISSIONS**

### **I. PURPOSE AND SCOPE**

The purpose of these policies and procedures is to establish uniform procedures for all advisory boards and commissions of the City. Board and commission members are selected by the City Council and typically serve a two-year term. Members serve at the pleasure of the Council and will not be granted special privileges because of their appointment.

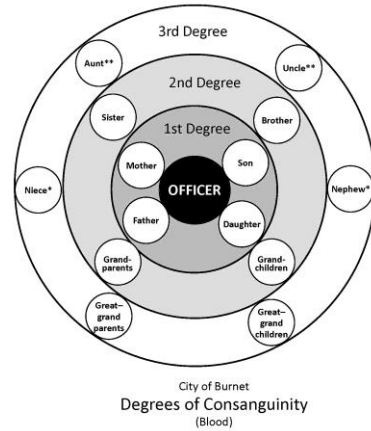
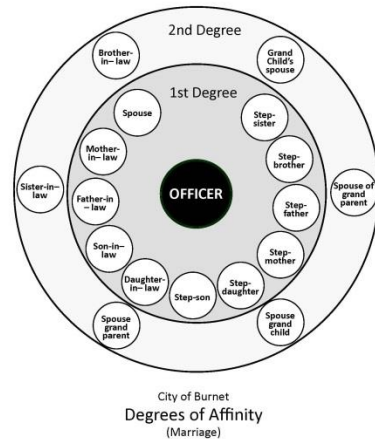
The City Manager is authorized to amend and/or develop administrative rules to facilitate the efficient implementation of this policy and protect the best interest of the city.

### **II. MEMBER ELIGIBILITY**

The City Council shall have authority to establish by ordinance such boards and commissions as it may deem necessary for the conduct of City business and management of municipal affairs. The authority, functions, qualifications and responsibilities of such boards and commissions shall be delineated in the establishing ordinances.

Applicant qualifications include the following:

- ▶ Must be a registered voter of the City Burnet to be eligible to serve on the Planning and Zoning Commission and the Board of Adjustments. Residency is not required for the other boards.
- ▶ All applicants will be required to comply with a background check. The results of this background check are public information and are available to the public for viewing. This information will also be provided to the City Council for consideration for the position being sought.
- ▶ May not apply to serve on a board with their immediate family members
- ▶ No persons within the second degree by affinity or within the third degree by consanguinity to a council member are eligible to become a member of a board or commission. See charts below:



\*A niece or nephew is related to an officer by consanguinity only if he or she is the son or daughter of the officer's sister or brother.  
\*\* An aunt or uncle is related to an officer by consanguinity only if he or she is the sibling of the officer's mother or father.

► In the event, that State statute requires certain qualifications, those qualifications shall be required and will be delineated in the establishing ordinance for that board or commission.

All qualified candidates must complete an application form and forward it to the City Secretary's office by the advertised deadline of submission. City Council and Staff interested in serving on a board or commission shall contact the City Secretary to be added to the list of applicants but will not be required to fill out an application. Applications will be presented to the City Council for final selection by means of a ballot vote.

Members shall be appointed for terms of two (2) years, and may be removed at any time by the City Council. Terms of office will be staggered so approximately one-half the membership at any time has experience. In the event a vacancy occurs prior to the expiration of a full term, the City Council may appoint a new member to complete the unexpired term. Any member of a board or commission may be re-appointed by the City Council upon completion of an interview by members of the City Council.

Planning and Zoning Commission and Board of Adjustment members ceasing to reside in the City of Burnet during his or her term of office shall immediately forfeit his or her position.

### III. NEW MEMBERS

Upon completion of the selection process, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished copies of pertinent telephone numbers of other members, applicable information and regulations that govern that board.

***New members of City of Burnet Boards and Commissions may be required to attend specialized training from time to time such training shall be at the expense of the City.***

Members of boards who are considered by state statute to be officers of the City must be administered a Statement of Office Certificate and must receive the Oath of Office upon induction. The members must sign the oath and it must be notarized and kept in the appropriate file in Central Records. Those persons authorized to administer the statement and the oaths are: the Mayor, the City Secretary, and any notary public. Those boards include; the Planning and Zoning Commission, the Board of Adjustment and the Housing Authority Board of the City of Burnet.

#### **IV. DUTIES OF BOARD AND COMMISSIONS GENERALLY:**

All boards and commissions shall act in an advisory capacity to the City Council with the exception of the following:

- ▶ Board of Adjustment whose decision is final as set out in Article IX, Section 9.05 of the Zoning Ordinance of the City of The Burnet Charter.
- ▶ The Burnet Economic Development Corporation (Type B)
- ▶ Planning and Zoning Commission in particular issues

Boards and commissions shall advise the Council on issues pertaining to the interests of the Board in which they serve. No member of a board or commission shall become involved in the daily operations of the departments of the City or in personnel matters.

Specific duties of all boards and commissions are outlined in the Code of Ordinances as follows:

Planning and Zoning Commission	Article IX, Sec. 9 & Bylaws
Board of Adjustment	Article IX Sec. 9
Economic Development Corporation	Articles of Incorporation & Bylaws
Housing Authority of Burnet	Article III, Section 58
Airport Advisory Board	Article I, Section 18
Burnet Historical Board	Article X, Section 22 & Bylaws
Burnet Parks and Recreation Advisory Board	Article III, Section 74-31 & Bylaws

#### **V. ATTENDANCE AT MEETINGS**

It is imperative that members maintain regular attendance. The following procedure has been established in order to assist in maintaining the record.

The Chairman should announce, for the record, the names of members absent. Members who cannot attend the meeting should contact the chairman or appropriate staff member concerning his or her absence prior to the meeting.

Three (3) consecutive absences from regular meetings, or absence from more than twenty-five (25%) of the meetings in any six month period, will result in automatic forfeit of the position held.

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Decisions reached by any of these boards impact the entire community. Therefore, if a quorum is not present because of habitual absenteeism by certain members the integrity of the board as a whole is affected.

## **VI. ETHICS**

Members of boards and commissions serving in a capacity beyond that of advisory in nature such as members of the Planning and Zoning Commission, Board of Adjustments, the Housing Authority of the City of Burnet and the Burnet Economic Development Board shall comply with Article VII, Sec. 2-203, of The City of Burnet Home Rule Charter regarding ethics.

## **VII. ROLE OF STAFF LIAISON**

A staff member (usually a department director) may be assigned as an ex-officio member to a respective board to perform support services and may or may not, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions and will not be entitled to vote or preside over meetings.

## **VIII. ROLE OF COUNCIL LIAISON**

The role of the liaison is to act as a communication conduit between the City Council and the board or commission. The Council Liaison will be appointed to the board by the City Council.

## **IX. RECORD OF MEETINGS:**

A record of all meetings is to be kept. Pertinent items to be included are as follows:

### **A. AGENDA**

The agenda will serve as the order of business and provide the form for posting of the meeting notice. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place(s) readily accessible to the public. Two postings are recommended. (1) City Hall outside bulletin board; (2) Front door of the place of assembly, providing the notice is visible at all times. Copies of the agenda, along with supporting data, shall be provided to each board member upon official posting of the agenda, in advance of the meeting date, for review. Board Members appointed to create the meeting agenda are responsible for submission to the City Secretary in a timely manner to afford the required 72 hour posting of the notice.

Some boards meet periodically or on an as-needed basis; however, others meet on a specified schedule. In the event a regularly scheduled meeting is cancelled, a notice should be posted stating that the meeting has been cancelled and giving the reason for such cancellation.

**B. MINUTES OF MEETINGS**

The board and committee members are responsible for keeping an accurate written record of all meetings. The minutes shall include a record of attendance, summary of the discussion for each item listed, motions of action, recommendations and/or voting record, indicating by name members voting "for" or "against" all items of business, unless the vote was unanimous.

After minutes are approved by the board and signed by the chairperson the original copy is required to be submitted to the City Secretary's office for official records retention.

**C. RECORD OF ATTENDANCE**

Minutes of each meeting shall also accurately reflect the names of those members in attendance and those absent.

**X. CONDUCT OF MEETINGS**

A. The Chair shall preside at the meetings and in his/her absence the Vice-Chair shall preside. The Chair shall call the meeting to order and announce those members present and absent. In the event the President and Vice-President of the Economic Development Corporation (EDC) Board are absent, the Secretary shall preside over the meetings, per the EDC By-laws.

B. The Chair may address the posted items on the agenda in any order he/she chooses, as long as each and every item is addressed in some fashion.

C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion will die from a lack of a second.

D. Roberts Rule of Order shall be used as a guideline to conduct meetings.

E. All meetings will be held in compliance with the Open Meetings Act and, with the exception of allowable executive sessions, shall be open to the public.

**XIV. BACKGROUND INVESTIGATION**

As a representative of the City of Burnet and due to the nature of the business and associations performed by each Board and Commission member,

criminal background verification will be conducted on all applicants effective with the adoption of this policy.

However, any sitting member of a board or commission shall be required to notify the City Secretary within ten (10) days of any charge of a class A misdemeanor charge or crime of moral turpitude during their term. A member failing to notify the City of such charges may be removed from office. A member who is charged and makes the required notification may be suspended pending final judgment.