



## **City of Temple Policy on Boards and Commissions**

### **I. Overview**

The City of Temple believes the community is best served when there is a diverse group of citizens advising on important decisions. The City of Temple's boards and commissions are designed to give citizens a voice in their government. The input our board and commission members provide to City Council and City staff helps our organization make informed decisions and shapes the quality of life for our residents. Citizens can provide an invaluable service to the City of Temple through board membership and participation. Board and commission members are volunteers who make a significant difference in our community and work collaboratively with other board members, the City Council, and City staff. Board and commission members volunteer many hours annually, sharing their time and expertise and learning more about the City through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the City's governmental affairs, to become more involved with issues that affect the community and influence public policy in many areas.

The City has several boards and commissions that endeavor to reflect the varied interests of our City's residents and support the goals of the City's Strategic Plan. The City of Temple values a broad range of personal and professional backgrounds. Boards and commissions are filled with a mix of City of Temple residents and members from surrounding areas depending on the board or commission's membership requirements. Some of the City's boards and commissions are required and established by state statute, others result from provisions of the City of Temple Home-Rule Charter (City of Temple Charter), while others have been established by local ordinances and resolutions. A number of the bodies exercise legal authority in some aspect of City government. Although many boards and commissions are advisory only, their influence and value can be significant.

The Office of the City Secretary oversees the board appointment process for the City of Temple. The City Secretary and designated staff liaisons are responsible for implementation of this policy.



**II. Purpose, Duties, and Membership**

**(a) Airport Advisory Board.** The Airport Advisory Board is an advisory board established at the discretion of the City Council. The Board advises the City Council and City staff on matters pertaining to the Draughon-Miller Central Texas Regional Airport (Airport) to include the Airport's master plan, rules and regulations, minimum standards, the City's airport code, commercial and corporate leases, schedule of rates and fees of the Airport, and such other matters as may be assigned to it by the City Council. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety, enhance economic development opportunities, and improve quality of life, effectiveness of the Airport, and communication between the Airport and the community.

Member	Place	Residency
1	General	City
2	General	City
3	General	City
4	General	City
5	General	City/County
6	Corporate Aviation	City/County
7	Reinvestment Zone	City/County

**Notes:**

- 1- Ex officio members include City Manager, or designee, and the City's Airport Director, or designee.
- 2- No member shall have direct or indirect financial interest in any lease or concession of the airport; however, the members may lease hangar space or land for a hangar from the City without violating this provision.
- 3- A member filling the "Corporate Aviation" place must represent the business aviation profession.
- 4- A member filling the "Reinvestment Zone" place will be selected by the City Council but must be a current member of the Reinvestment Zone.
- 5- City residency means the member must reside within the corporate limits of the City of Temple.



6- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(b) Animal Services Advisory Board.** The Animal Services Advisory Board is an advisory board established in accordance with the Texas Health and Safety Code, Chapter 823, Section 823.005, as amended. The Board advises the City Council and City staff on matters relating to the City’s Animal Services Division and its operations to include ensuring that the City complies with state law requirements pertaining to the operation of animal shelters and such other matters as may be assigned to it by the City Council. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety and improve quality of life, effectiveness of the Animal Service Division, and improve communication between the Animal Services Division and the community.

Member	Place	Residency
1	Licensed Veterinarian	none
2	Animal Shelter Operator	none
3	Animal Welfare Organization	none
4	Municipal Official	none
5	General	City
6	General	City
7	General	City

Notes:

- 1- Ex officio members include City Manager, or designee, Chief of Police, or designee, and Animal Services Field Supervisor, or designee.
- 2- Chapter 823 of the Texas Health and Safety Code, as amended, requires that the advisory committee be composed of at least one licensed veterinarian, one municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.



**(c) Building and Standards Commission.** The Building and Standards Commission is a quasi-judicial body established under Texas Local Government Code, Chapter 54, Subchapter C, as amended. The Commission has the authority to hear and determine cases concerning alleged violations of City ordinances related to: 1) the preservation of public safety, relating to the materials or methods used to construct a building or improvement, including the foundation, structural elements, electrical wiring or apparatus, plumbing or fixtures, entrances, or exits; 2) the fire safety of a building or improvement, including provisions relating to materials, types of construction or design, warning devices, sprinklers or other fire suppression devices, availability of water supply for extinguishing fires, or location, design, or width of entrances or exits; 3) dangerously damaged or deteriorated buildings or improvements; 4) conditions caused by accumulations of refuse, vegetation, or other matter that creates breeding and living places for insects and rodents; 5) the condition, use, or appearance of property in the City; and 6) water conservation measures, including watering restrictions. The Commission may: 1) order the repair, within a fixed period, of buildings found to be in violation of an ordinance; 2) declare a building substandard in accordance with the powers granted by Texas Local Government Code, Chapter 54, Subchapter C, as amended; 3) order, in an appropriate case, the immediate removal of persons or property found on private property, enter on private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance, and order action to be taken as necessary to remedy, alleviate, or remove any substandard building found to exist; 4) issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the City, to enforce and carry out the lawful orders or directives of the commission panel; and 5) determine the amount and duration of the civil penalty the City may recover as provided by Section 54.017 of the Local Government Code, as amended. The Building and Standards Commission performs all other duties imposed upon the Commission by state law.

Member	Place	Residency
1	General	District 1
2	General	District 2
3	General	District 3
4	General	District 4
5	Profession Specific	City/County
6	Alternate	District 1



7	Alternate	District 2
8	Alternate	District 3
9	Alternate	District 4

Notes:

- 1- Texas Local Government Code, Chapter 54, Subchapter C, Section 54.033(b), as amended, requires that the Commission consist of at least five members.
- 2- A member filling the “Profession Specific” place must represent one of the following professions: 1) construction; 2) development; 3) engineering; 4) architecture; or 5) law.
- 3- Any alternate may replace any absent or disqualified Commission member or temporarily fill a vacancy in a regular member place. Alternate members are not limited to replacing regular members from the same district or profession. Alternate members will have the right to vote only when replacing a regular Commission member who is absent or abstaining, or when filling a vacancy.
- 4- District residency means the member must reside within the specified City Council district. If a vacancy exists and the City Council is not able to identify a qualified candidate who resides within the specified City Council district, the City Council may choose to appoint a qualified applicant who resides within another City Council district to that place.
- 5- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(d) Citizen’s Police Advisory Commission.** The Police Advisory Commission is an advisory commission established at the discretion of the City Council. The Commission advises the City Council and City staff on matters pertaining to the City of Temple’s Police Department (Police Department) and serves as a coordinating group to invite and enlist the cooperation of all economic, educational, social, religious, and ethnic groups of the City in the establishment and maintenance of improved understanding and communication between the Police Department and the community. The Commission may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety and improve quality of life, effectiveness of the Police Department, and understanding and communication between the Police Department and the community. The Commission may review and discuss specific Police Department policies, procedures, and processes. The Commission may evaluate critical incident information or incidents of significant public interest as allowed by law and rules of evidence and may make recommendations to the City’s Police Chief.



Member	Place	Residency
1	General	District 1
2	General	District 1
3	General	District 2
4	General	District 2
5	General	District 3
6	General	District 3
7	General	District 4
8	General	District 4
9	General	City

Notes:

- 1- Ex officio members include City Manager, or designee and Chief of Police, or designee.
- 2- District residency means the member must reside within the specified City Council district. If a vacancy exists and the City Council is not able to identify a qualified candidate who resides within the specified City Council district, the City Council may choose to appoint a qualified applicant who resides within another City Council district to that place.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.

**(e) Civil Service Commission.** The Civil Service Commission is a quasi-judicial body established in accordance with Texas Local Government Code, Chapter 143, Section 143.006, as amended. The Commission approves eligibility and testing parameters for firefighters and police officers covered under Chapter 143 of the Texas Local Government Code, approves local civil service rules and regulations, hears appeals related to promotional and disciplinary actions, and performs all other duties imposed upon the Commission by state law.



Member	Place	Residency
1	General	City
2	General	City
3	General	City

Notes:

- 1- Texas Local Government Code, Chapter 143, Section 143.006 requires that the Commission consist of three members appointed by the City Manager and confirmed by the City Council and that a person appointed to the commission must: 1) be of good moral character; 2) be a United States citizen; 3) be a resident of the City who has resided in the City for more than three years; 4) be over 25 years of age; and 5) not have held a public office within the preceding three years.
- 2- City residency means the member must reside within the corporate limits of the City of Temple.

**(f) Development Standards Advisory Board.** The Development Standards Advisory Board is an advisory board established at the discretion of the City Council. The Board advises the Planning & Zoning Commission and the City Council on matters relating to the amendment and enforcement of the City’s Unified Development Code, the City’s standard construction details, and other related regulations of the City.

Member	Place	Residency
1	Profession Specific	City/County
2	Profession Specific	City/County
3	Profession Specific	City/County
4	Profession Specific	City/County
5	Profession Specific	City/County
6	Profession Specific	City/County
7	Profession Specific	City/County
8	General	City/County



9	General	City/County
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Notes:

- 1- Ex officio members include City Manager, or designee and Director of Public Works, or designee.
- 2- A member filling a “Profession Specific” place must represent one of the following professions: 1) civil engineering; 2) general construction; 3) utility construction; 4) street construction; 5) homebuilding; 6) architecture; 7) surveying; 8) real estate; 9) banking; 10) insurance; or 11) land development.
- 3- No more than two members representing the same profession may serve concurrently on the Board.
- 4- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(g) Emergency Services Advisory Board.** The Emergency Services Advisory Board is an advisory board established at the discretion of the City Council. The Board advises the City Council and City staff on matters pertaining to the Fire Department. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety and improve quality of life, effectiveness of the Fire Department, and communication between the Fire Department and the community.

Member	Place	Residency
1	General	District 1
2	General	District 1
3	General	District 2
4	General	District 2
5	General	District 3
6	General	District 3
7	General	District 4
8	General	District 4
9	General	City

Notes:





- 1- Ex officio members include City Manager, or designee and Fire Chief, or designee.
- 2- District residency means the member must reside within the specified City Council district. If a vacancy exists and the City Council is not able to identify a qualified candidate who resides within the specified City Council district, the City Council may choose to appoint a qualified applicant who resides within another City Council district to that place.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.

**(h) Historic Preservation Board.** The Historic Preservation Board is an advisory board established at the discretion of the City Council. The purpose of the Historic Preservation Board is to implement the City’s historic preservation regulations in accordance with City of Temple’s Code of Ordinances Chapter 17, as amended. The Board issues Certificates of Appropriateness as part of the building permit process for alterations, additions, new construction, renovations, and demolition requests that affect the exterior of designated historic sites and properties. The Board also reviews and approves local historic designation nominations.

Member	Place	Residency
1	Historic Property Owner	City
2	Historic Property Owner	City
3	Historic Property Owner	City
4	Profession Specific	City/County
5	Profession Specific	City/County
6	Profession Specific	City/County
7	Profession Specific	City/County

**Notes:**

- 1- Ex officio members include City Manager, or designee and Director of Planning and Development, or designee.
- 2- A member filling a “Historic Property Owner” must own a property that is fifty years old or older and either have historic significance to the community or have architectural significance.
- 3- A member filling a “Profession Specific” place must represent one of the following professions: 1) anthropology; 2) history; 3) folklore; 4) architectural history; 5)



conservation or curation; 6) architecture, historical architecture, or landscape architecture; 7) historic preservation; 8) historic preservation planning; 9) general or building construction; 10) or otherwise have a demonstrated experience in historic preservation.

- 4- Members should have a demonstrated interest in historic preservation.
- 5- City residency means the member must reside within the corporate limits of the City of Temple.
- 6- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(i) Library Advisory Board.** The Library Advisory Board is an advisory board established in accordance with the City of Temple Charter, Article 3, Section 3.12, as amended. The Board advises the City Council and City staff on matters relating to Library planning and programming, including policies and procedures for the operation and maintenance of the Library facility. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to promote literacy and quality of life, effectiveness of the Library, and improve communication between the Library and the community.

Member	Place	Residency
1	General	City
2	General	City
3	General	City
4	General	City
5	General	City
6	General	City/County
7	General	City/County

Notes:

- 1- Ex officio members include City Manager, or designee, Library Director, or designee, and President of the Friends of Temple Public Library, or designee.
- 2- Liaisons include two independent school district staff members.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.



4- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(j) Main Street Advisory Board.** The Main Street Advisory Board is an advisory board established in accordance with the Texas Main Street application guidelines and requirements as authorized under Texas Administrative Code, Title 13, Chapter 19, Rule 19.4, as amended. The Board advises the City Council and City staff on matters relating to the City’s Texas Main Street program and provides volunteer support, additional fundraising, and advocacy for the local program. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase the economic vitality of the Main Street district, enhance the physical and visual assets in the district, promote a positive image and showcase the unique characteristics of the district, and create a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

Member	Place	Residency
1	Business Owner within District	none
2	Business Owner within District	none
3	Property Owner within District	none
4	Property Owner within District	none
5	Architect or Engineer	none
6	Community Leader	none
7	Educational Representative	none
8	Chamber of Commerce	none
9	Economic Development Corporation	none
10	Reinvestment Zone	none
11	Commercial Broker/Realtor or Banker	none
12	General	none
13	General	none



Notes:

- 1- Ex officio members include City Manager, or designee and Director of Planning and Development, or designee.

**(k) Neighborhood Revitalization Advisory Board.** The Neighborhood Revitalization Advisory Board is an advisory board established at the discretion of the City Council. The Board advises the City Council and City staff on matters pertaining to housing improvement and neighborhood revitalization efforts to create and maintain healthy, vibrant, safe, and sustainable neighborhoods. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety and improve quality of life, effectiveness of the City’s neighborhood revitalization programs, and communication between the City and the community.

Member	Place	Residency
1	General	NPD
2	General	NPD
3	General	NPD
4	General	City
5	General	City
6	General	City
7	General	City
8	Affordable Housing Builder/Developer	none
9	Housing Non-Profit	none

Notes:

- 1- Ex officio members include City Manager, or designee and Director of Housing and Community Development, or designee.
- 2- Three of the members must be residents of one of the City Council established Neighborhood Planning Districts (“NPD”).
- 3- City residency means the member must reside within the corporate limits of the City of Temple.



**(l) Parks & Recreation Advisory Board.** The Parks and Recreation Advisory Board is an advisory board established in accordance with the City of Temple Charter, Article 3, Section 3.15, as amended. The Board advises the City Council and City staff on matters relating to the City’s parks, recreation programs, golf course, convention center, museum, and cemeteries. The Board may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to improve quality of life, effectiveness of the Parks and Recreation Department, and communication between the Parks and Recreation Department and the community.

Member	Place	Residency
1	General	District 1
2	General	District 1
3	General	District 2
4	General	District 2
5	General	District 3
6	General	District 3
7	General	District 4
8	General	District 4
9	General	City

**Notes:**

- 1- Ex officio members include City Manager, or designee and Director of Parks and Recreation, or designee.
- 2- District residency means the member must reside within the specified City Council district. If a vacancy exists and the City Council is not able to identify a qualified candidate who resides within the specified City Council district, the City Council may choose to appoint a qualified applicant who resides within another City Council district to that place.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.

**(m) Planning & Zoning Commission.** The Planning & Zoning Commission is a quasi-judicial body and advisory board established in accordance with Texas Local Government Code, Chapter 211, Section 211.007 and the City of Temple Charter, Article 3, Section



3.13(a), both as amended. The Commission is responsible for making recommendations to the City Council regarding planning and zoning matters, and for administering Chapter 212 of the Texas Local Government Code, as amended, regarding the platting and recording of subdivisions and additions. The Commission may study, recommend, and review policy, programs, and concepts utilized in other communities which are designed to increase safety, enhance economic development opportunities, improve quality of life, and improve effectiveness of the development process and communication between the City and the community. The Planning & Zoning Commission performs all other duties imposed upon the Commission by state law.

Member	Place	Residency
1	General	District 1
2	General	District 1
3	General	District 2
4	General	District 2
5	General	District 3
6	General	District 3
7	General	District 4
8	General	District 4
9	General	City

**Notes:**

- 1- Ex officio members include City Manager, or designee and Director of Parks and Recreation, or designee.
- 2- District residency means the member must reside within the specified City Council district. If a vacancy exists and the City Council is not able to identify a qualified candidate who resides within the specified City Council district, the City Council may choose to appoint a qualified applicant who resides within another City Council district to that place.
- 3- City residency means the member must reside within the corporate limits of the City of Temple.

**Reinvestment Zone No. 1 Board of Directors.** The Reinvestment Zone No. 1 Board of Directors is an advisory board established in accordance with the Texas Tax Code, Chapter 311, Section 311.009, as amended. The Board advises the City Council and City



staff on matters concerning the administration, management, and operation of the Reinvestment Zone No. 1 (the zone). The Board prepares and adopts a project plan and a reinvestment zone financing plan for the zone and submits these plans to the City Council for approval. The Board is not authorized to issues bonds, impose taxes or fees, exercise the power of eminent domain, or give final approval to the zone’s project plan and financing plan. The Board is responsible for making recommendations to the City Council regarding all expenditures of more than \$50,000 where the source of funding is in all or in part the Reinvestment Zone No. 1 Financing and Project Plan. This includes an original contract or purchase order with an expenditure of more than \$50,000 as well as all change orders or contract amendments that increase or decrease the original expenditure amount by more than \$50,000. For change orders and contract amendments, the net effect on the original expenditure amount will be considered rather than each additive or deductive line item. If any change order or contract amendment causes the original expenditure amount to exceed \$50,000 when the original expenditure was less than \$50,000, that contract amendment or change order causing the overall expenditure amount to exceed \$50,000 must be brought to the Board for a recommendation. The Board must approve agreements to abate taxes on real property located within the reinvestment zone. Tax abatement agreements must also be approved by the City Council. The Board performs all duties imposed upon it by Chapter 311 of the Texas Tax Code, as amended, and all other applicable laws.

<b>Member</b>	<b>Place</b>	<b>Residency</b>
1	General	City/County
2	General	City/County
3	General	City/County
4	General	City/County
5	General	City/County
6	General	City/County
7	General	City/County
8	General	City/County
9	General	City/County
10	Bell County Representative	none
11	Temple ISD Representative	none



12	Belton ISD Representative	none
13	Troy ISD Representative	none
14	Temple College Representative	none
15	Elm Creek Watershed Representative	none

Notes:

- 1- Texas Tax Code, Chapter 311, Section 311.009 requires that the Board consist of at least five and not more than 15 members. Each additional taxing unit that participates in the zone may appoint one member of the board via resolution of their governing body. The City Council appoints the remaining members. To be eligible for appointment to the board by the City Council, an individual must be at least 18 years of age.
- 2- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**(n) Zoning Board of Adjustment.** The Zoning Board of Adjustment is a quasi-judicial body established under Texas Local Government Code, Chapter 211, Section 211.008 and the City of Temple Charter, Article 3, Section 3.13(b), both as amended. The Commission is responsible for making special exceptions to the terms of the City of Temple’s Unified Development Code, as amended, that are consistent with the general purpose and intent of the ordinance and in accordance with any applicable rules contained in the ordinance and state law. The Board has the authority to hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the Unified Development Code, as amended, and any other applicable state statute or local ordinance. The Zoning Board of Adjustment also serves as the Building Board of Appeals in accordance with City of Temple’s Code of Ordinances Chapter 7, as amended and is responsible for hearing requests for variances of City of Temple’s Code of Ordinances Chapter 13, Flood Damage Prevention, as amended. The Board submits to the City Council recommendations for the improvement and revision of the City’s building code, existing building code, mechanical code, residential code, plumbing code, fuel gas code, energy conservation code, swimming pool and spa code, and fire code based on the development of new materials, methods, or techniques which would result in better and more economical installations. The Board also hears appeals to decisions of the Building and Electrical Officials based on City of Temple’s Code of Ordinances Chapter 7 and Chapter 10, both as amended. The Zoning Board of Adjustment performs all other duties imposed upon the Board by state law.





Member	Place	Residency
1	Architect or Engineer	City/County
2	Master Electrician or Plumber	City/County
3	Construction Experience	City/County
4	Construction Experience	City/County
5	Construction Experience	City/County
6	Alternate- Architect or Engineer	City/County
7	Alternate- Master Electrician or Plumber	City/County
8	Alternate- Construction Experience	City/County
9	Alternate- Construction Experience	City/County

Notes:

- 1- Texas Local Government Code, Chapter 211, Section 211.008 requires that the Board consist of at least five members.
- 2- Any alternate may replace any absent or disqualified Board member or temporarily fill a vacancy in a regular member place. Alternate members are not limited to replacing regular members from the same district or profession. Alternate members will have the right to vote only when replacing a regular Commission member who is absent or abstaining, or when filling a vacancy.
- 3- City/County residency means the member must reside within the limits of Bell County which includes residing within the City of Temple or another municipality.

**III. Appointment Process**

**(a) Recruitment, Representation, and Diversity.** City Council members will actively recruit candidates for service on City boards and commissions. Recognizing the City has four City Council districts, the City Council will strive to have adequate representation from all geographic areas of the city in the overall appointment process. The City Council will endeavor to appoint board and commission membership reflective of the City of Temple's diversity of residents. While some boards and commissions allow the appointment of persons residing outside of the City, preference will be given to persons who reside within the city limits of the City of Temple unless appointment of a non-Temple



resident is necessitated by the expertise of the person or the inability to find a suitable resident of the City for appointment.

**(b) *Communications and Marketing Plan.*** Annually, City staff will develop and implement a comprehensive communications and marketing plan to increase community awareness and involvement in the opportunities for service on City boards and commissions. Semi-annually, City staff will conduct an "Introduction to City Government" seminar for potential appointees designed to provide an introduction to City government, the different City boards and commissions, the responsibilities of board and commission officials, and the application process for being appointed to a board or a commission. Attendance by prospective board and commission members is encouraged, but not mandatory.

**(c) *Timing of Board and Commission Appointments.*** The City Council will make board and commission appointments at the Council's second regular meeting in March and September of each year. The schedule for appointments will be as follows:

**March Appointments** (term begins on April 1)

Deadline for application: February 15

1. Building and Standards Commission
2. Development Standards Advisory Board
3. Historic Preservation Board
4. Library Board
5. Main Street Advisory Board
6. Neighborhood Revitalization Advisory Board
7. Parks & Recreation Advisory Board
8. Zoning Board of Adjustment

**September Appointments** (term begins on October 1)

Deadline for application: August 15

1. Airport Advisory Board
2. Animal Services Advisory Board
3. Citizen's Police Advisory Commission
4. Civil Service Commission
5. Emergency Services Advisory Board
6. Planning & Zoning Commission



## 7. Reinvestment Zone No. 1 Board of Directors

**(d) Application Process.** City staff will accept applications from citizens for appointment to the various City boards and commissions throughout the year. A complete, current application is required for appointment for service on any board or commission. An application is valid for two (2) years from receipt by the City Secretary's Office after which time the application will be considered lapsed. Current board and commission members who are eligible and wish to be considered for reappointment are required to submit a "Reappointment Application". Members who desire reappointment will be considered along with all applicants. All applications for positions scheduled for appointment in March are due February 15 each year and applications for positions scheduled for appointment in September are due August 15 each year. An eligible applicant may be appointed to any board or commission regardless of the applicant's stated preference; however, the City Council endeavors to duly consider the preferences of all applicants.

**(e) Nepotism.** As part of the application process, an applicant for a board or commission appointment must disclose if they are related to a current employee, elected official, or board or commission member of the City of Temple. Relationships in the 1st, 2nd or 3rd degree by consanguinity (blood) or in the 1st or 2nd degree by affinity (marriage) must be disclosed. In order to minimize the potential for actual or perceived conflicts of interest, the City Council will take into consideration relationship information when making board and commission appointments.

**(f) Pre-Appointment Screening.** Prior to appointment for any position designated as a security- or safety-sensitive position, a background screening must be conducted, including a criminal record background check.

**(g) Selection Process.** Not later than the first day of March and September, the City Secretary will provide the City Council with a list of qualified applicants for the board and commission positions scheduled for appointment in that particular month. At the first regular meeting in March and September of each year, the City Council will review the list of qualified applicants for the board and commission positions scheduled for appointment in that particular month and, if desired, set interview dates and times prior to making appointments. At the second regular meeting in March and September of each year, the City Council will make appointments for the boards and commissions listed in subsection (c) above. The City Council may fill vacancies in unexpired terms at such time as they occur.

## IV. Eligibility



**(a) Residency Status.** All applicants will be responsible for establishing proof of residency to the City Secretary under this subsection, and the City Secretary will make all determinations of residency hereunder. Board and commission members must notify the City Secretary of any change in residency status at least two (2) weeks prior to such change.

**(b) Term.** All terms will be as indicated in the below table unless otherwise required by state law.

Board/Commission	Term	Notes
Airport	3 years	
Animal Services	3 years	
Building and Standards	2 years	Texas Local Government Code, Chapter 54, Subchapter C, Section 54.033 (b).
Citizen's Police	3 years	
Civil Service	3 years	Texas Local Government Code, Chapter 143, Section 143.006 (b).
Development Standards	3 years	
Emergency Services	3 years	
Historic Preservation	3 years	
Library	3 years	
Main Street	1 year	
Neighborhood Revitalization	3 years	
Parks & Recreation	3 years	
Planning & Zoning	3 years	
Reinvestment Zone	2 years	Texas Tax Code, Chapter 311, Section 311.009 (c).
Zoning Board of Adjustment	2 years	Texas Local Government Code, Chapter 211, Section 211.008 (b).



**(c) Length of Service Limits.** No person may be appointed by the City Council to serve on any City established board or commission for more than two consecutive terms, or six consecutive years, whichever is greater. This includes City-established boards and commissions as well as boards and commissions to which the Temple City Council makes one or more appointments such as the Bell County Appraisal District and the Temple Economic Development Corporation. All previous full, consecutive terms served by current board and commission members will count against the length of service limitations. A partial term to which a person is appointed will not be counted as a full term for purposes of this policy, except that a partial term will be counted as a full term if the person resigns or forfeits his position. After a break in service equal to a full-term length, a person may be reappointed to serve. A term in which a person is appointed as an alternate will not be counted for purposes of this Section. This Section does not apply to ex officio members who are appointed to a board or commission because of a position he or she currently holds, does not apply to the licensed veterinarian, municipal official, and animal shelter operator positions on the Animal Services Advisory Board, and does not apply to Reinvestment Zone No. 1 Board of Directors members that are appointed by other participating taxing entities.

**(d) Multiple Service.** Board and commission members may not be appointed to serve concurrently on more than two boards or commissions. This includes City-established boards and commissions as well as boards and commissions to which the Temple City Council makes one or more appointments such as the Bell County Appraisal District and the Temple Economic Development corporation. If a current board or commission member accepts appointment to a third board or commission to which the Temple City Council makes one or more appointments, the member will automatically forfeit their position on the first board or commission to which they were appointed.

**(e) Employee Appointments.** To ensure that citizens have an adequate opportunity to participate on boards and commissions, current City of Temple employees will not be appointed to City established boards and commissions, even if they are residents of the City of Temple. If an individual who is currently serving on a citizen board or commission is hired by the City of Temple, the member will automatically forfeit their position on the board or commission. This exclusion does not apply to ex officio members who are appointed to a board or commission because of a position he or she currently holds and does not apply to the municipal official and animal shelter operator positions on the Animal Services Advisory Board.

## **V. Education Opportunities**



**(a) *New Member Orientation.*** Following the appointment of new board or commission members, City Staff will conduct a board and commission orientation program for new members. The material covered in the orientation will be determined from time to time by the City Staff but at a minimum will provide board members with a basic understanding of:

- good governance principles;
- relevant state and local laws governing the conduct of board and commission members including the Texas Open Meetings Act, the Texas Public Information Act, and the City's Ethics code;
- the City's Business Plan including the Strategic Plan;
- the structure, purpose, and workplan of the board or commission;
- relevant policies, laws, master plans, etc. regarding the board or commission's work.

**(b) *Board and Commission Retreats.*** Annually, following the appointment of new board or commission members, City staff will conduct a board or commission retreat for each City board and commission.

**(c) *Board and Commission Member Toolkit.*** City staff will prepare and distribute to each board and commission member a Board and Commission Member Toolkit that will provide a written copy of material covered in the retreat and any additional information that may be helpful for board and commission members.

## **VI. Board and Commission Member Responsibilities**

**(a) *Commitment and Code of Conduct.*** Board and commission members must support the vision, mission, and goals of the City of Temple and must learn and study the background and purposes of items of business before voting. Members should represent and work for the common good of the City and not for any private interest and must not accept gifts or favors or promises of future benefits, which might compromise, or give the appearance of compromising, independence of judgment or action. Members must provide fair and equal treatment for all persons and matters coming before the board or commission. Members may not disclose any information received confidentially concerning the business of the City or received during any executive (closed) session held pursuant to state law. In the discharge of their duties, members act as a body and not as individuals. An individual member has no authority to speak for the board or commission unless he or she is specifically authorized to do so by formal action of the board or commission. Members of a board or commission may not condone any unethical or illegal activity from any board or commission members or City Staff member. All board and commission members must uphold the intent of this policy and govern their actions



accordingly. The City Council has adopted a Code of Ethics that applies to all board and commission members who are serving on a board or commission that has quasi-judicial authority, or responsibilities beyond those that are advisory in nature. Members of the boards and commissions that fall under this definition must abide by the standards of conduct contained in the adopted Code of Ethics, as amended, in addition to the responsibilities listed above. The boards and commissions that fall under this definition are the Building and Standards Commission, Civil Service Commission, Development Standards Advisory Board, Historic Preservation Commission, Planning and Zoning Commission, Reinvestment Zone No. 1 Board of Directors, and the Zoning Board of Adjustment.

**(b) *Observance of State and City Laws and Rules.*** Board and commission members are charged with complying with all state and City laws governing their respective board or commission and their roles as individual board or commission members. By agreeing to serve on a board or commission, the member also agrees to abide by the policies and procedures of the City. Board and commission members are encouraged to confer with the City Attorney or their City staff Liaison if they have a question about the application of the open meetings law, conflict of interest provisions, or official misconduct provisions, as it relates to a meeting that they are participating in or their own individual actions.

**(c) *Attendance.*** The City Council is aware that board and commission members have careers and other responsibilities that demand their time. However, because of the importance of citizen boards and commissions, members have a duty to attend meetings and notify the Chair or appropriate staff liaison of their board in advance if they will be unable to attend a board meeting. An excused absence shall include personal or family illness, death of a family member, jury duty, service in the armed forces, testifying before the legislature, attending a seminar involving municipal matters of importance to the member's duties, absence necessary for the member's business or employment, and any related emergencies or other matters which the Chair finds qualifying as an excused absence. Members of boards and commissions that meet at least four (4) times per year forfeit positions if 50% of all scheduled meetings during a twelve-month period are missed without the absences being excused or if three (3) consecutive meetings are missed without the absences being excused. Members of boards and commissions that meet on an on-call basis forfeit positions if three (3) consecutive meetings are missed without the absences being excused. Failure to meet these attendance requirements will result in automatic forfeiture of a member's office on the board or commission. If a board or commission member violates the attendance policy, it is the responsibility of the staff liaison to notify the Office of the City Secretary.





**(d) Video Conferencing.** A member of a board or commission may not attend a meeting of a board or commission by videoconference call under Section 551.127, Texas Government Code, unless such attendance is specifically approved for a specific date in advance by the Chair. If a member attends a meeting via videoconference call without the approval of the Chair, that member is not counted as present for quorum or attendance purposes and is not eligible to vote or participate in the meeting as a board member. The Chair may approve attendance via videoconference if a member is unable to be physically present due to personal or family illness, travel necessary for the member's business or employment, or any related matters which the Chair finds appropriate. If attendance via videoconference is approved by the Chair, the member must have their video and audio feed turned on and available for broadcast during the entirety of the meeting.

**(e) Dress Code.** In order to create a dignified and professional environment and image, all board and commission members must dress in a professional manner while attending a board or commission meeting or subcommittee meeting, or while representing the City in an official capacity as a member of a City board or commission.

**(f) Decorum.** Board and commission members will preserve order and decorum during meetings and may not interrupt or delay proceedings. Board and commission members must demonstrate respect and courtesy to one another, to City staff, and to members of the public. Board and commission members must seek to phrase and communicate all writings, publications, comments, and speeches in a professional and constructive manner.

**(g) Conflicts of Interest.** No person appointed by the City Council to an appointed board, commission, or non-profit corporation, may perform work for the board, commission, or non-profit corporation that has not been subject to competitive bids or proposals. All board and commission members are charged with complying with the state's and City's conflict of interest provisions which prohibit an individual serving on a board or commission from voting on or discussing an item before the board or commission in which they have a financial stake as determined by state or City law. If a board or commission member has a conflict of interest as defined by Chapter 171 of the Texas Local Government Code, he or she must file the required affidavit and abstain from all participation in the matter. The determination of whether a conflict of interest applies should be construed liberally. A board or commission member is encouraged to consider abstention when the public would likely perceive the circumstances as a conflict of interest. While it is the board or commission member's sole responsibility to determine whether a conflict of interest exists, the member may discuss the circumstances with the City Attorney or designee to assist in his/her decision-making. If a board or commission





member abstains from a matter for an actual or perceived conflict of interest, the member must physically leave the room or virtual meeting platform for the entire discussion and vote on that item.

**(h) Duty to Vote.** All board and commission members must vote either in the affirmative or in the negative on each item presented, unless he or she has disclosed a legal or perceived conflict of interest and filed the required affidavit in advance. A present member who does not vote and who has not filed the required affidavit will be officially recorded as a negative vote. When a member recuses oneself due to an actual or perceived conflict of interest and files the required affidavit, that member is not counted as present for quorum purposes and is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those voting and present.”

**(i) Removal.** The City Council may remove any board or commission member if the City Council finds that a board or commission member is guilty of misconduct or neglect of duty. Board and commission members may be removed for violation of any policies or laws. In addition, unless otherwise stated by federal, state or local laws, board and commission members serve at the will of the City Council and may be removed for any cause deemed by the City Council as sufficient for removal.

## VII. Goal-Setting and Communication

**(a) Goals and Work Plan.** The City Council believes that City boards and commissions provide an extremely important role for the City Council and community as a whole and help guide the strategic direction of our community. To ensure the work of City boards and commissions is in alignment with the City’s vision, mission, values, and strategic goals, the City Council will annually set goals and establish work plans for City boards and commissions.

**(b) City Council Liaison.** The City Council encourages regular communication between the City Council and each of its boards and commissions. The Mayor will establish a City Council liaison assignment for each board and commission. City Council liaison assignments may be of varying length, as the Mayor will determine, rotating in accordance with a matrix or other method determined by the Mayor. The role of the liaisons is to attend meetings and report to the City Council any information related to action taken by the Board or Commission at said meeting. In the event the board or commission requests input from the City Council, the liaisons will advise the board or commission that the City Council will be briefed on the issue, and the position of the City Council will thereafter be relayed to the board or commission by the liaisons or the entire City Council, as the case dictates.



(c) **City Staff Liaison.** The City Manager will assign appropriate staff support to each board and commission to facilitate effective communication and the accomplishment of the board or commission's goals and work plans.

The staff liaison's role is to:

- Prepare meeting agendas, staff reports and supporting information to the board or commission prior to meetings.
- Maintain records of board or commission member's attendance and notify the Office of the City Secretary of violations of the attendance policy.
- Assist the Chair in preparing the meeting minutes and forward the completed minutes to the City Secretary's Office.
- Ensure compliance with the Texas Open Meetings Act.
- Prepare board or commission recommendations to the City Council and make presentations to the City Council on behalf of the board or commission.
- Assist the board or commission with the preparation of the Annual Report.
- Respond to board and commission member requests for information related to the business of the board.

Board and commission members do not have authority over the work program of city staff. Rather, the liaison acts as an information resource and provides technical assistance. Board and commission members may not direct city staff in the performance of their commission-related activities, nor can they assign projects or direct the work of staff. A board or commission may request staff's assistance on various projects; however, the city manager must approve all requests which create a substantial demand for a work product.

(d) **Bi-Annual Meeting.** At least every two years, but more frequently if desired by the City Council or requested by the board or commission chair, the City Council will meet with the chair and vice-chair of each board or commission to discuss the board or commission's continued role and effectiveness to determine whether the board or commission still serves its intended purpose or how the board or commission can be improved. The review by the City Council will constitute a sunset review for purposes of determining whether the board or commission will continue, except where the existence of a board or commission is required by City Charter or state law.

(e) **Annual Report.** Each City board or commission, with the assistance of City staff, will annually approve and submit to the City Council a report showing: (1) the board or commission's activities for the prior twelve months, (2) the board or commission's



response to goals and work plan established by the City Council, and (3) recommendations by the board or commission for goals and work plan items in the upcoming year. The report must be submitted to the City Council not less than thirty days prior to the date the City Council makes appointments to the board or commission in question.

## VIII. Meeting Procedures

(a) **Agenda.** The meeting agenda will be delivered to board and commission members in advance of a called meeting. Each board and commission member is responsible for being prepared to discuss the items on the agenda. The staff liaison will assist the Chair in preparing the meeting agenda and coordinating the meeting logistics.

(b) **Texas Open Meetings Act.** All board and commission meetings and subcommittee meetings will be held in accordance with the Texas Open Meetings Act ("TOMA"). However, since some boards and commission meetings do not meet the definition of a meeting under the TOMA, a good-faith mistake in the publication of the agenda for a meeting to which the TOMA does not apply will not require the cancellation of the meeting. All board and commission deliberations will be open to the public, except for properly noticed closed session matters, and will be conducted in accordance with the provisions of the TOMA. Boards and commissions may conduct executive (closed) sessions as allowed by law, such as consultation with attorney on legal matters, deliberation regarding the value of real property, economic development negotiations, and consideration of specific personnel matters.

(c) **Quorum.** A quorum for the transaction of business of a board or commission shall be a majority of the positions currently filled.

(d) **Public Participation.** The public is welcome and invited to attend board and commission meetings and to speak on any item on the agenda. A person wishing to address a board or commission must sign up to speak in advance of the meeting. Individuals should address their comments to the board or commission and refrain from personally addressing individual members. Comment shall be limited to three (3) minutes. The Chair may, but is not obligated to, approve a single, one (1) minute time extension. The giving or transferring of a person's speaking time to another is prohibited. However, in order to expedite matters and to avoid repetitious comments, whenever a group of people wish to address the board or commission on the same subject matter, those persons are encouraged to designate a spokesperson to address the board or commission. If the persons for whom he or she speaks agree to yield their time to the spokesperson the Chair may, but is not obligated to, extend the time allocation for a



designated spokesperson. For the sake of clarity, the Chair may use their discretion to determine the appropriate time extension, if any, based on the topic and number of persons the spokesperson is representing. The Chair may deny or shorten any comments if they are repetitive of comments previously made, disruptive, or disrespectful. City employees may participate only on items not related to their employment. Individuals desiring to present audio-visual materials requiring the use of City equipment must submit all audio-visual materials through the City Secretary's office not later than 2 business days before the meeting. Materials should be submitted in a single consolidated file in either portable document format (PDF) or PowerPoint format (PPT).

The following rules shall be in force for all persons in attendance at all meetings of boards and commissions:

- **Rules of Decorum.** Persons attending board or commission meetings should observe the same rules of propriety, decorum, and good conduct as they would show in a courtroom, a place of worship, or at any other serious or solemn occasion during which matters of importance are being considered. Visitors will refrain from engaging in chatter, private conversations, and from making other distracting noises while the board or commission is in session. Phones and other electronic devices should be set to off or silent mode. Visitors should not applaud, boo, or otherwise audibly express approval or disapproval of the speech of another person in a manner likely to disturb the meeting.
- **Addressing Board or Commission.** Persons wishing to address the board or commission may do so during the Public Comments section of the agenda or during a public hearing. When called upon by the Chair, speakers shall approach the podium and give his/her name for the record before speaking. Speakers shall address the board or commission members with civility that is conducive to appropriate public discussion. All public comments should be addressed through the Chair.
- **Address Chair.** Persons may not engage in discussions with the board or commission members or staff during board deliberations unless specifically asked a question by a board member. Persons who have been asked a question by a board member must be recognized by the Chair before being allowed to speak. The Chair may end any question and answer session between board members and a member of the public in order to facilitate the order of business.
- **Printed Materials.** Persons may present printed material to the staff liaison to distribute to the board or commission during a meeting.



- No Disruptions. Persons attending board or commission meetings shall remain seated or may stand in the back of the room and come and go so long as it does not disrupt the meeting. Persons in attendance carrying signs or placards shall not block the view of other attendees. No person attending any board or commission meeting shall delay the proceedings or refuse to obey the orders of the Chair.
- Removal. Disturbances, transgressions of the rules, or disorderly conduct in the meeting room may cause the transgressor to be removed from the meeting. The Chair of the meeting shall exercise control over persons who disrupt the meeting in the following order of action:
  - Call the person to order, advising that person of the infraction;
  - Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting;
  - Order the person to leave the meeting. A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05.
- Room Limitations. Persons are encouraged to attend board and commission meetings; however, the number admitted shall be limited to the fire safety capacity of the meeting room as determined by the Fire Chief or designee. If the capacity is surpassed, the board or commission may recess the meeting and move its proceedings to a location that will accommodate a larger number of participants, or may make a live broadcast of the proceedings available in a nearby room.

**(e) Minutes.** Boards and commissions will keep minutes of their meetings. The minutes will provide a summary of all business discussed or considered, action taken, the outcome of any votes, and persons present at meetings. The staff liaison will assist the Chair in preparing the meeting minutes and will forward the completed minutes to the City Secretary's Office.

**(f) Parliamentary Procedures.** To the extent not inconsistent with the City Charter and any applicable City ordinance, statute, or other legal requirement, boards and commission will use Robert's Rules of Order as a general guideline for rules of parliamentary procedure without being a procedural requirement.

**(g) Ex Officio Members.** Ex officio members to a board or commission will have the right to attend all meetings of the board or commission and may take part in any discussion but will not have the power to vote in the meeting.



**(h) Officers.** Each board and commission will adopt a process for electing and removing a Chair and Vice-Chair, unless otherwise required by state law. The Chair and Vice-Chair will serve for a term of one year or until their successors have been chosen. No person may be elected or appointed to serve as Chair or Vice-Chair for more than three consecutive years. This policy does not prohibit a person from serving three consecutive years as a Vice-Chair, and then serving three consecutive years as Chair, or vice versa. The Chair will preside over all meetings of the board or commission and enforce these rules and procedures during a meeting. In the absence of the Chair, the Vice-Chair will assume the Chair responsibility at the meeting. In the absence of the Vice-Chair, the board or commission will choose a Chair for the meeting. The Chair will make decisions on questions of procedure, subject to review by the board or commission as a whole. The Chair has the responsibility to control the discussion and the order of speakers.

**(i) Standing Committees.** A board or commission, by vote of its members, may establish a Standing Committee to meet when appropriate. At the time the committee is established, the board or commission must set forth the duties of the committee and adopt a process for appointing and removing members to the committee and electing and removing a Chair and Vice-Chair. Subcommittee meetings and deliberations will be open to the public, except for properly noticed executive (closed) session matters, and will be conducted in accordance with the provision of the Texas Open Meetings Act. No City board or commission may appoint persons outside its membership to subcommittees without prior approval of the City Council except that the Main Street Advisory Board may appoint non-board and commission members to serve on any standing committees established by vote of its members.

**(j) Special Committees** A board or commission, by vote of its members, may establish a Special Committee to perform a specific duty. Special committees will exist only until the assigned duty has been accomplished, unless sooner discharged by appropriate action of the board or commission. At the time the committee is established, the board or commission must set forth the duty of the committee and adopt a process for appointing and removing members to the committee and electing and removing a Chair and Vice-Chair. Subcommittee meetings and deliberations will be open to the public, except for properly noticed executive (closed) session matters, and will be conducted in accordance with the provision of the Texas Open Meetings Act. No City board or commission may appoint persons outside its membership to subcommittees without prior approval of the City Council except that the Main Street Advisory Board may appoint non-board and commission members to serve on any standing committees established by vote of its members.

