
POLICIES AND PROCEDURES FOR STANDING BOARDS, COMMISSIONS, AND COMMITTEES

MEMBERSHIP

1. Except for the Hillsboro Development Corporation, each committee shall be composed of seven members appointed to serve “at-will” by the City Council.
2. As provided for in Texas Revised Civil Statutes Article 5190.6, Section 4A(c), the Hillsboro Development Corporation (HDC) shall be limited to five members. In addition, HDC shall have two ex-officio members appointed by the Council.
3. Committees shall include one or more City staff liaisons appointed as ex-officio members by the City Manager.
4. The City Manager shall serve as an ex-officio member to each committee.

QUALIFICATIONS

1. Qualifications for appointment and serving on a City committee shall include:
 - a. No delinquent indebtedness to the City.
 - b. No family relationship within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the city council or to the City Manager.
 - c. No conflict between the appointee’s private interests and duties and their interests and duties as a committee member.
 - d. Attendance at a minimum of 75 percent of all regular meetings.
2. Appointees shall take an oath of office prescribed by the City Council prior to taking office.
3. Any qualifications mandated by statute shall also apply.

APPOINTMENT & TERMS

1. Appointments shall be made at the first regular City Council meeting in January.
2. Applications shall be made available to persons interested in serving on a City committee. City staff shall post notice and advertise that committee appointments will be made as well as distribute and collect applications. The City Secretary or their designee shall review each application for completeness and eligibility prior to the first regular Council meeting in January.
3. The Council shall select from the entire slate of eligible nominees.
4. Each appointment shall be for two-years.
5. To preserve the continuity of experience, four appointments will be made in even-numbered years and three appointments in odd-numbered years. In the case of the Hillsboro Development Corporation, three appointments will be made in even-numbered years and two appointments in odd-numbered years.
6. Appointments are contingent upon attending an orientation workshop covering ethics, the Public Information Act, and the Open Meetings Act. The orientation workshop shall be conducted prior to appointees taking the oath of office.
7. Appointees are limited to a maximum of three consecutive full terms on the same committee. If an appointee has prior consecutive service as the result of filling a vacancy, prior service shall not be included in the count of three, consecutive full

- terms. Additionally, service on other committees shall not be included in the count of three, consecutive full terms.
8. Appointees shall be limited to service on no more than one standing board, commission, or committee with legislative authority at one time. Appointees are not prohibited from serving on additional ad hoc committees or standing boards, commissions, or committees that are purely advisory.
 9. One position on the Parks Advisory Board shall be reserved for a member of the Friends of the Park Board of Directors.

TRANSITION

1. The years of service of committee members serving on the same committee immediately prior to the adoption of these policies shall not be counted in the calculation of maximum service time on that committee.
2. The first appointments made after adoption of these policies shall include four one-year appointments and three two-year appointments.
3. In recognition of the importance of maintaining a continuity of experience on the committee, one-year appointments made after adoption of these policies shall be reserved for current committee members. In the event that there are more than four eligible current committee members seeking reappointment, Council shall make four appointments from among that group. This provision shall not restrict the Council from reappointing more than four current members to the committee.
4. Appointees to a one-year transitional term shall be eligible to serve an additional three consecutive, full terms.
5. In the event that the first appointments made after the adoption of these policies are made prior to the first regular council meeting in January 2003, those terms shall be extended to include the time period prior to January 2003 and run through the next appointments in January 2004.

VACANCIES

1. Appointees to vacant positions will serve the remainder of their predecessor's unexpired term.
2. Appointees filling vacancies shall meet with the City Secretary to review ethics, the Public Information Act, and the Open Meetings Act prior to being sworn in.

REMOVAL

Members may be removed by an affirmative majority vote of the entire Council. "Entire council" is defined as the entire membership of the council, excluding any vacant positions.

OFFICERS

1. Officers of each committee shall include a Chair, Vice-chair, and Secretary.
2. The duties of the Chair include calling and presiding over meetings of the committee, and ensuring that all resolutions of the committee are implemented.
3. The duties of the Vice-chair shall be to serve as Chair in the absence or disability of the Chair.

4. The duties of the Secretary include maintaining correct and complete records of the committee and forwarding originals of all records to the City Secretary in a timely, reasonable, and prudent manner.
5. Officers shall be elected by the membership of the body at their first meeting after appointment of committee members by the Council in January.
6. The term of office for officers shall be from their time of appointment through the first meeting after appointment of committee members by the Council in January, *i.e.* approximately one-year.
7. No officer shall serve more than three full, consecutive terms in a single position.
8. Officers may be removed from their office, but not the committee, by a simple affirmative majority vote of a quorum of the committee.

MEETINGS

1. Each committee shall meet quarterly, or more frequently as the committee shall deem necessary, and at a time and location determined by the committee.
2. The Chair or a majority of the body shall have authority to call a meeting of the committee.
3. The Chair or his or her designee shall submit a proposed agenda to the City Secretary at least 96 hours before the scheduled date and time of the meeting. The City Secretary shall review the agenda for format, legal requirements, and reservation of City facilities.
4. Meetings shall be posted at the City Administration Building and the City's newspaper of record shall be sent notice of the meeting at the time of posting.
5. The latest edition of Robert's Rules of Order shall govern meeting conduct.

TRAINING

1. The City Manager or his designee shall conduct a training workshop on ethics, the Public Information Act, and the Open Meetings Act after appointments are made but before appointees take their oath of office.
2. Appointees shall be required, at the City's expense, to complete any additional training required by any governing statutes, regulations, ordinances, or resolutions.