

**RESOLUTION NO. 494-021120**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BERTRAM,  
TEXAS ESTABLISHING A BOARD AND COMMISSION  
APPOINTMENT POLICY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Bertram has determined that an appointment process for City boards, commissions, and committees will assist the City Council and staff involved in the appointment process with consistent procedures and standards. **NOW THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BERTRAM AS FOLLOWS:**

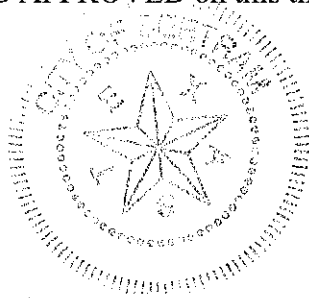
**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made hereof for all purposes as findings of fact.

**Section 2. Proceedings.** The City Council of the City of Bertram hereby adopts the Board and Commission Appointment Policies and Procedures, attached hereto as Exhibit A, and made a part hereof for all purposes.

**Section 3. Maintenance of Copy.** That the City Secretary is hereby directed to keep a copy of the Board and Commission Appointment Policies and Procedures adopted by this Resolution on file at all time

**Section 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is 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 Open Meetings Act, *Chap. 551, Tex. Gov't. Code*.

PASSED AND APPROVED on this the 11<sup>th</sup> day of February 2020.



**CITY OF BERTRAM**

\_\_\_\_\_  
ADAM WARDEN, MAYOR

ATTEST:

\_\_\_\_\_  
Georgina Hernandez, City Secretary

## **EXHIBIT A**

### **CITY OF BERTRAM, TEXAS BOARD AND COMMISSION APPOINTMENT POLICIES AND PROCEDURES**

1. **PURPOSE AND SCOPE:**

The purpose of this policy is to establish consistent procedures and standards for the appointment of individuals to all City boards and commissions. This policy applies to individuals serving on City boards and commissions appointed by the City Council. This policy does not apply to temporary or ad hoc committees or to appointments made by the City Council to external boards, commissions, or committees.

2. **DUTIES OF BOARDS AND COMMISSIONS:**

All boards and commissions shall act in an advisory capacity to the City Council with the exception of the Board of Adjustments and Appeals, which has quasi-judicial authority.

3. **MEMBER ELIGIBILITY**

Applicant qualifications are as follows (with the exception of Economic Development Corporation, see that section): include the following:

- Applicants must reside inside the City Limits of Bertram
- Applicants must be a resident for at least one year at the time of application
- Applicant must be 18 years of age or older.
- Applicant must be a registered voter
- City employees are eligible to serve on a City Board or Commission, provided they meet all the qualifications
- Applications must be received by the City Secretary on or before the advertised deadline. Late applications will not be considered for the current year's expiring terms or vacancies, but will be kept on file in the City Secretary's office for one year.

For the Bertram Economic Development Corporation **only**:

- Applicant must live in Burnet County, or
- Applicant must live within 10 miles of the Bertram City Limits
- All other requirements listed above will apply, with the exception of the residence requirement

To remain eligible to serve, appointees must continue to meet the eligibility criteria for their board or commission for the duration of their term.

4. **RECRUITMENT**

The annual application period for boards and commission positions with expiring terms and known vacancies will begin in January, and applications will be accepted for approximately four weeks. All recruitment efforts will specify the application deadline. Resident involvement may be solicited in a variety of ways including, but not limited to:

- City bulletin board
- City website advertisements
- social media (if any city accounts are available)

- nomination by invitation

In February, the City Secretary will notify incumbent board and commission members with expiring terms that the end of their term is approaching. If the member is eligible and wishes to seek another term, he or she must reapply in the same manner as other applicants.

5. **APPLICATION PROCESS**

All qualified candidates must complete an application form and submit it to the City Secretary's office prior to the advertised deadline to ensure adequate time for the City Council to review, select, and interview qualified candidates. Applications may be submitted in person, via fax, U.S. mail, or email.

Application forms shall be made available on the City's website, at City Hall, and in the City Secretary's office. The application shall solicit information about the applicant's background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which the applicant is applying. In addition to the completed application, applicants are encouraged to submit a letter or resume further explaining their interest and experience.

Applicants will indicate their preferred board or commission on their application, but may indicate a second choice if interested in service on more than one board or commission. Applications are kept on file in the City Secretary's office and are considered current for one year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant is required to submit a new application.

6. **SELECTION PROCESS**

**Board Chairman Evaluation**

The Mayor or Mayor's designee may contact the chairman of each board and commission prior to the start of the annual appointment process. The board or commission chairman is encouraged to provide feedback on the ideal characteristics and experience for potential board members.

**Applicant Review**

The City Secretary will review the eligibility requirements and identify those applicants who are ineligible for appointment before submitting applications to the City Council for review. When the application deadline has passed, the City Secretary will compile all applications and distribute copies to each City Council member for review. The City Secretary will also provide to the Council an attendance report for each board and commission for the previous year.

**Appointment Process**

The City Administrator shall make its recommendations to the full City Council at a regular City Council meeting in February. The City Council will appoint one person for each available board or commission position.

On the following business day, the City Secretary shall notify each applicant of the Council's appointment decision via email or telephone. The City Secretary will prepare and mail letters to those not selected for service to express the Council's appreciation for their willingness to serve the City of Bertram and to encourage them to volunteer in other areas of the community.

**7. TERM OF OFFICE**

All board and commission members shall be appointed for a term of two years with the exception of the Bertram Economic Development Corporation. All terms expire on March 31 of the respective year. Residents are appointed to serve on a board at the pleasure of the City Council. Members shall be appointed for one term of office, and generally the City Council retains the right to replace any appointed member at any time and for any reason, consistent with applicable state law. Terms of office are staggered so that approximately one half of the membership has previous experience at any given time. Board members are appointed for a limited purpose and time, and once the assigned term of office is completed, they are excused from this appointment unless the City Council selects them for another term of service. EDC Appointees can serve on EDC board for two consecutive terms, but must sit off the Board for one year after the second reappointment. Members are eligible for appointment after one year.

**8. MID-TERM APPOINTMENTS**

Occasionally, a board member may be unable to finish his or her term, may voluntarily resign, or may be removed by the City Council prior to the term ending. In such cases, the vacant position may be filled by the City Council with a mid-term appointee who will serve out the remainder of the unexpired term. Instead of re-soliciting applicants, the City Council may refer to the current year applications kept on file by the City Secretary.

**9. NEW MEMBERS**

Newly-appointed board and commission 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 contacted by a staff liaison and will be provided with relevant information and regulations that govern their particular board. Newly-appointed and re-appointed board and commission members must take an Oath of Office and complete required forms and paperwork prior to attending their first meeting.

**Required Forms**

Each appointed board and commission member will be required to complete the following forms upon appointment:

- Oath of Office
- Public Access Option Form
- Statement of Officer

**Training**

All City board and commission members shall be required to complete training courses approved by the Attorney General's Office on the Open Meetings Act, and the Public Information Act within 90 days of their appointment. This training is available on line. Other training may be provided as deemed necessary by the City Council or staff. Signed forms and training certificates of completion will be kept on file in the City Secretary's office.

**10. RECOGNITION OF FORMER MEMBERS**

Upon completion of service, a board or commission member shall be recognized at a designated City Council meeting.

**11. ATTENDANCE AT MEETINGS**

The City Council is appreciative of the dedication and contribution by those who are willing to donate their time to community service. Any decision reached by any of these boards has an impact on the entire community; therefore, board and commission members are expected to maintain regular attendance. Members who cannot attend a meeting should inform the board or commission chairman or staff liaison prior to the meeting.

Any member of a board, commission, or committee who is absent from three consecutive regular meetings, or twenty-five percent of regularly scheduled meetings during the twelve-month period immediately preceding and including the absence in question, without explanation acceptable to a majority of the other members, shall forfeit his or her position on the board, commission, or committee.

**12. ROLE OF STAFF LIAISON**

The City Secretary will be the staff liaison to each board or commission to perform support services, provide technical data, prepare agendas, prepare minutes of the meetings, and other related functions. The staff member is not entitled to vote or preside over meetings.

The staff liaison may arrange a meeting with new members prior to the first meeting date for briefings on the duties of the board and background information on items that may be considered at the next meeting.

**13. RULES OF ORDER AND CODE OF ETHICS**

The Rules of Order and Procedure, as described in the Code of Ordinances, shall apply to all City boards, commissions and committees.

Members of all City boards, commissions and committees shall agree to abide by the Council Code of Ethics, as described in the Code of Ordinances.

**14. OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT**

All interviews and meetings will be held in compliance with the Open Meetings Act.

All board, commission, and committee members shall agree to comply with the provisions of the Texas Public Information Act.

**15. REVIEW OF POLICY AND PROCECURES**

This policy may be reviewed and amended by resolution as deemed necessary by the City Council.

**16. ATHOURITY ESTABLISHMENT**

The duties and authority of the City boards and commissions have been established by the following:

<b>Board:</b>	<b>Authority Established By:</b>
Board of Adjustment and Appeals	City Ordinance 121, 8/14/2007 Ordinance 121 – 2011 as amended – 2/8/2011
Planning & Zoning Commission	City Ordinance 10, 7/10/1973; Ordinance 10-052813 as amended 05/28/13
Bertram Economic Development Corporation	Ordinance 201-2011, 2/8/2011; Res. 245-072214, as amended; 07/22/14; Res. 463-022817; Res. 480-010819; -approving BEDC Articles of Incorporation and BEDC Amended Bylaws
Bertram Municipal Development District	Ordinance 228-012213, election canvassed 5/11/13