



**BOARDS AND COMMISSIONS  
HANDBOOK**

Revised 2015



Welcome!

On behalf of the City Council I would like to thank you for your willingness to serve the City as an appointed member of a board or commission. Your commitment of time and talent is a very important contribution to our community.

The work performed by citizens who serve on as volunteers on these boards and commissions is a vital part of our city government. Board and commission members assist the City Council in setting public policy, implementing public policy and in communicating that policy to the community as a whole.

In recognition of the important civic commitment members of boards and commissions have made, this orientation handbook has been prepared to assist new members in performing their duties.

It is our hope that your service to the City of Taylor will be both rewarding and fulfilling. Again, thank you for your willingness to serve.

Mayor  
Taylor City Council

## TABLE OF CONTENTS

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>1</b>	<b>DEFINITIONS AND LEGAL LIABILITY</b>	
1.1	Boards and Commissions Defined	1
1.2	Definition of Terms	1
1.3	Advisory Boards & Commissions	2
1.4	Decision-making Boards and Commissions	2
1.5	Separate Legal Entities	3
1.6	Legal Liability	3
<b>2</b>	<b>APPOINTMENT PROCESS</b>	
2.1	How Public Officials are Appointed	4
2.2	Notice of Appointment	4
2.3	Eligibility and Qualifications	4
2.4	Oath of Office	5
<b>3</b>	<b>RESPONSIBILITIES OF PUBLIC OFFICIALS</b>	
3.0	Open Government Training	5
3.1	Texas Open Meetings Act	5
3.1.1	Closed Meetings	5
3.1.2	Penalties	6
3.2	Robert's Rules of Order	6
3.3	Agendas	6
3.4	Role of the Chairman	6
3.5	Quorum	7
3.6	Public Hearings	7
3.7	Minutes	7
3.8	Texas Public Information Act	7
3.8.1	Penalties	8
3.9	Meeting Attendance	8
3.9.1	Voting by Proxy Prohibited	8
3.10	City Staff Support	9
3.11	Reports to the City Council	9
<b>4</b>	<b>ETHICS POLICY</b>	<b>9</b>

## APPENDIX

<u>APPENDIX</u>	<u>TITLE</u>	<u>PAGE</u>
A	Application for City Boards and Commissions	A-1
B	Oath of Office	B-1
C	Ethics Policy: Ordinance No. 99-17	C-1

## **CHAPTER 1: DEFINITIONS AND LEGAL LIABILITY**

### **1.1 Boards and Commissions Defined**

The work performed by citizens serving on boards and commissions is a vital part of the work of the city of Taylor government. Taylor has two types of boards and commissions: **ADVISORY** and **DECISION-MAKING**. Additionally, there are boards whose membership is appointed by the City Council but are separate entities. Appendix A provides a general description of each type of board and commission.

### **1.2 Definitions of Terms**

**AGENDA** is required of a meeting of a city governmental body. An agenda stating the date, hour, place, and subject of each meeting must be posted at City Hall for at least seventy-two (72) hours preceding the scheduled time of the meeting. Only those matters posted on the agenda can be discussed and acted on by the governmental body.

**BOARD** means a board or commission:

- which is established by city ordinance, city charter, interlocal contract, or state law;
- which serves as the board of a non-profit development corporation that acts as an instrumentality of the city; and
- any part of whose membership is appointed by the City Council, but does not include a board or commission which is the governing body of a separate political subdivision of the state.

**CITY COUNCIL** means the legislative and governing body of the City of Taylor consisting of five members who are elected by the citizens of Taylor for three year terms. Both the Mayor and Mayor Pro Tem are elected by the council members themselves and these terms are for one year.

**CITY** means the City of Taylor, Texas.

**DELIBERATION** means a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body or any public business.

**MEETING** means a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action. A social or informal event where council members attend is not considered a meeting.

**MINUTES** of every called meeting are required to be prepared, approved, and signed by the Chairman and attested to by the Secretary. The minutes become part of the City's permanent records.

**OFFICER** means the legislative and governing body of the city of Taylor consisting of the five council members including the Mayor and Mayor Pro Tem

