



BOARD & COMMISSION HANDBOOK

Process for Appointment to a City Board or Commission



The City Council is responsible for making appointments to a City Board or Commission. To promote a process that is efficient, transparent, and that allows input from the entire City Council, the following process shall be used to make appointments to a City Board or Commission, Committee:

1. The City of Alvin City Council makes most appointments to Alvin's boards and commissions with the exception of the members to the Civil Service Commission, which are appointed by the City Manager and confirmed by the City Council.
2. The City Council seeks out the best-qualified citizens to serve on its boards and commissions. The qualifications required to serve on a particular board or commission are determined by the City of Alvin Charter or by an Ordinance establishing the Board or Commission. For specific eligibility and qualifications, please refer to **Appendix A**.
3. No person can be appointed to a city created Board, Commission, Committee, unless that person has completed and submitted an **"Application to Serve on a Board or Commission"** (**Appendix B**) or an **"Application to Re-serve on a Board or Commission"** (**Appendix B**) to the City Secretary before the meeting at which appointments are to be made by the City Council. Applications should be received prior to the workshop when interviews are conducted.
4. Applications will be turned in to the City Secretary's Office.
5. After receipt of an application, the City Secretary will verify that each applicant meets the qualifications for serving on the desired board or commission.
6. The City Council will hold a workshop on an evening separate from regularly scheduled city council meetings to conduct board and commission applicant interviews.
7. Candidates applying to serve on a board or commission are asked to attend a brief interview before the City Council during a workshop session to be scheduled and posted according to the Open Meetings Act. Candidates will be notified of their scheduled interview time by the City Secretary's Office via email. Candidates who are not able to attend the scheduled interview should contact the City Secretary to make other arrangements.
8. The City Secretary will compile a spreadsheet of all information provided by the applicants in advance of the workshop for members of city council/staff. The City Secretary will also provide City Council with a list of all current board and commission vacancies to be filled.
9. Annual board and commission appointments will be made during the first regular City Council meeting in December, unless otherwise scheduled. All candidates who have applied to serve

or re-serve on a board or commission are asked to attend this meeting. Candidates who are unable to attend should inform the City Secretary before said meeting.

10. It is preferred that appointees serve on only one board or commission at a time.
11. Appointments to the TIRZ Boards will follow the process as outlined in the Bylaws governing said organization.
12. Existing board or commission members whose term has expired and who wish to continue service on the same board or commission shall submit an **“Application to Re-serve on a Board or Commission”** indicating they are interested and willing to continue serving in their current appointment.
13. Vacancies shall be filled in accordance with the appointment procedures for new members. Interviewees who did not get appointed to a board or commission in December will be considered for an appointment should a vacancy occur.
14. Applications will remain on file in the City Secretary’s Office for one (1) year and will be resubmitted to the City Council any time there is a vacancy on board or commission.
15. Board and commission members shall not serve more than three (3) consecutive terms on an individual board or commission without sitting out a full term, after which they can again apply and be considered for appointment to said board or commission.
16. The City Secretary’s office shall be responsible for notifying appointees of their appointment to a board or commission in writing soon after the appointment is made. This written notice shall also include board or commission responsibilities, days, times, frequency, and locations of meetings, required training, and time and place at which the Oath of Office will be administered. The City Secretary’s office shall also notify the chair and staff liaison, if applicable, of the said appointment(s).
17. All board and commission members appointed shall take the State required Open Meetings Act and Public Information Act training within 90 days of appointment.

Meetings



What is a Quorum? A quorum is the minimum number of members needed to officially conduct business. A quorum is a majority of the members of a board or commission. Approval of an action listed on an agenda requires a majority vote of persons legally entitled to vote, excluding abstentions, at a meeting at which a quorum is present.

Board Officers. In January of each year, or the next meeting after which annual board and commission appointments are made by council, boards and commissions shall elect officers for the following positions: Chair, Vice Chair, and Secretary.

Role of the Chair. The function of the Chair is to provide leadership to the group. The Chair is selected by other board members by nominations from the floor of fellow board members. The

Chair must perform these duties and responsibilities: (1) ensure that the meeting is conducted in accordance with established rules; and (2) maintain order and bring the group to a conclusion on the matters before it. The Chair must make certain that discussions do not get sidetracked on minor issues and must have the ability to remain focused on the agenda.

Role of Vice-Chair and Other Officers. The Vice-Chair will serve as Chair in the absence of the Chair. Other officers and duties shall be determined by the respective resolution, ordinance or statute that created the board, commission, or committee.

Agenda. All board or commission agendas must be prepared and properly posted at least 72 hours in advance of a meeting in compliance with the Texas Open Meetings Act. The agenda should be prepared by the Chair and the department director or staff person assigned to the board or commission. Any two board members may submit items to the chair and staff liaison for consideration on an agenda. Items listed on the agenda shall be specifically worded for each item to be discussed/considered and/or voted upon. Generally, the order of the agenda shall be as listed below.

1. Call to Order
2. Roll Call
3. Petitions and Requests from the public.
4. Approval of Minutes
5. Individual Agenda items to be discussed and/or considered should be listed out separately on the agenda.
6. Items of Community Interest
7. Adjournment

Meeting Attendance. Every board or commission member is expected to maintain a suitable attendance record. It is important to keep in mind that attendance is very important to the board or commission. Because attendance is important, the City Council has adopted an attendance policy of no more than three (3) consecutive absences without an excuse for regular board or commission members. If a member does not follow the attendance policy set for the board, or commission, the member can be removed from service by a majority vote of the City Council.

Working with City Staff. Each board or commission member is encouraged to work closely with City staff assigned to that board or commission. City staff members are assigned to provide general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services. If any person serving on a board or commission has a complaint regarding a city employee, the member should address it with the Mayor and the City Manager.

Tie Votes. Matters voted on by boards, commissions which end in a tie-vote, regardless of the cause, shall be considered a denial.

Code of Conduct for Elected & Appointed Officials



Adopted by Resolution 16-R-28 (12/1/16)

- 1. Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Alvin and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Alvin City Council, boards and commissions.
- 2. Comply with the Law.** Members shall comply with the laws of the nation, the State of Texas and the City of Alvin in the performance of their public duties. These laws include, but are not limited to: the United States and Texas constitutions; the Alvin City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government, and City ordinances and policies.
- 3. Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public. Members should dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships.
- 4. Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff, even when the member has voted in the minority.
- 5. Conduct of Public Meetings.** Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.
- 6. Conduct Business in Open.** Members shall conduct business in open and publicized meetings in order to be transparent to the citizens of Alvin. It is recognized that certain exceptions are made by the State for closed sessions and any action as a result of that type of meeting will be addressed in the open session as noted on the agenda. Communications made during a public meeting or closed session are subject to the Texas Public Information Act. Members will not use “electronic communication devices” to communicate either internally or externally during meetings.
- 7. Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- 8. Communication.** Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process. Members will not

withhold information that is pertinent to the decision-making process.

- 9. Use of Electronic Devices.** Members will not use electronic devices other than what is necessary for conducting business during a meeting. Members will not text, email, make phone calls, use social media, or play games during the course of a meeting. Members shall not communicate or participate in a discussion with a quorum of the city council relative to city business via electronic mail, text or other social media tool. Use of personal emails, cell phones or computers may subject members to Public Information Act disclosure requirements.
- 10. Smoking or Use of Tobacco Products.** Members will not smoke or use tobacco products, electronic cigarettes and/or smokeless tobacco during the course of a meeting.
- 11. Use of Alcohol.** Members shall not be impaired due to the use of alcohol prior to or while conducting city business in a meeting.
- 12. Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist, because these areas WILL exist. When these issues arise, it is simply imperative that we mitigate those issues appropriately.
- 13. Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
- 14. Confidential Information.** Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or other private interests. A member shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies or affairs of the city.
- 15. Use of Public Resources.** Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
- 16. Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear or speak specifically on behalf of the private interests, including both private and nonprofit entities, of third parties before the Council or any board, commission or proceeding of the City in, nor shall members of boards or commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

- 17. Advocacy.** Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state that they do not represent their body or the City of Alvin, nor will they allow the inference that they do.
- 18. Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Alvin city government as outlined by the Alvin City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
- 19. Independence of Boards and Commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
- 20. Positive Workplace Environment.** Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction or comments to staff.
- 21. Political Endorsements.** When endorsing a candidate for any elected office publicly, members will not use their title as a councilman, board or commission member nor use a city meeting forum to endorse a candidate. Council is prohibited from endorsing any candidate for city elections as it is deemed inappropriate.
- 22. Implementation.** As an expression of the standards of conduct for members expected by the City, the Alvin Code of Conduct is intended to be self-enforcing. It therefore is most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, code of conduct standards shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Alvin Code of Conduct. The City Council shall consider recommendations from boards and commissions and Council Members and update it as necessary.
- 23. Compliance and Enforcement.** The Alvin Code of Conduct expresses standards of ethical conduct expected for members of the Alvin City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Conduct are brought to their attention. The second in line, when the mayor's or chair's actions come into question, would assume the duty of intervening. The City Council may impose sanctions on members whose conduct does not comply with the City's Code of Conduct, such as reprimand, formal censure, loss of seniority or committee assignment.

APPENDIX A

<i>PLANNING COMMISSION</i>	
PURPOSE	Advise Council regarding the master plan for the physical development for the city.
NUMBER OF MEMBERS	No less than 5, no more than 11 (Council Preference = 7)
MEMBER ELIGIBILITY REQUIREMENTS	Resident of the city.
TERM	3-year term
MEETING TIME	3 rd Tuesday of each month at 6:00 p.m.
DUTIES	Review and approve plans, plats, replats, and subdivisions. Annually submit recommended Capital Improvements for budget consideration.
OTHER INFORMATION	See City of Alvin Charter, Article VIII, Section 1-7
<i>Created by City Charter</i>	

<i>PARKS AND RECREATION BOARD</i>	
PURPOSE	Advise Council concerning the acquisition, development, improvement, equipment and maintenance of all parks and public playgrounds, and recreational facilities owned or controlled by the city within and without the corporate limits
NUMBER OF MEMBERS	No less than 7, no more than 9 (Council preference = 7)
MEMBER ELIGIBILITY REQUIREMENTS	Members shall be qualified voters of the city and who have resided within the city for a period of not less than six (6) months immediately preceding their appointment
TERM	2-year term.
MEETING TIME	1 st Tuesday of each month at 6:30 p.m.
DUTIES	Work in an advisory capacity to the city council concerning the acquisition, development, improvement, equipment and maintenance of all parks and public playgrounds, and recreational facilities owned or controlled by the city within and without the corporate limits
OTHER INFORMATION	See City of Alvin Charter, Article IX. Parks and Recreation, Section 1-6
<i>Created by City Charter</i>	

CHARTER REVIEW COMMISSION

PURPOSE	Commission shall submit its report to the City Council within six (6) months of the date of its appointment, recommending amendments to the City of Alvin Charter.
NUMBER OF MEMBERS	7 members
MEMBER ELIGIBILITY REQUIREMENTS	Resident of the city.
TERM	Council shall appoint a Charter Review Commission every four (4) years, but not earlier than two (2) years.
MEETING TIME	As determined by each Charter Commission once they are appointed.
DUTIES	Work in an advisory capacity to the city council concerning updates, revisions, and amendments to the City Charter document.
OTHER INFORMATION	See City of Alvin Charter, Article XI, Section 16
<i>Created by Charter</i>	

SENIOR CITIZENS BOARD

PURPOSE	To promote year-round recreational and educational activities and facilities for adults fifty (50) years or more of age, and their spouses (regardless of age), living in the Alvin area; To encourage personal independence and community involvement of senior citizens; To enhance the quality
NUMBER OF MEMBERS	7 members
MEMBER ELIGIBILITY REQUIREMENTS	<i>There are no minimum requirements to serve on this board.</i>
TERM	2-year terms, terms shall be staggered, and to that end the initial terms of three (3) members shall be for one year from the date of appointment and the initial terms of four (4) members shall be for two (2) years from the date of appointment.
MEETING TIME	2 nd Monday of each month at 9:00 a.m.
DUTIES	To act as a liaison between the senior citizens of the community and the city and cooperate with and coordinate activities and programs with the Senior Center Director.
OTHER INFORMATION	See City of Alvin Code of Ordinances, Chapter 2 Article I, Section 2-20.3
<i>Created by Ordinance</i>	

BUILDING BOARD OF ADJUSTMENT AND APPEALS

PURPOSE	To hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the adopted International Residential Code.
NUMBER OF MEMBERS	5 members
MEMBER ELIGIBILITY REQUIREMENTS	<i>There are no minimum requirements to serve on this board.</i>
TERM	2-year terms
MEETING TIME	As needed
DUTIES	Work in an advisory capacity to the city council concerning recommendations for variance requests.
OTHER INFORMATION	See City of Alvin Code of Ordinances, Chapter 5, Section 5-23
<i>Created by City Ordinance; as a condition of the adopted 2018 International Residential Code; with Amendments</i>	

LIBRARY BOARD

PURPOSE	Management and direction of all matters pertaining to such library.
NUMBER OF MEMBERS	At least 5 members – no more than 7
MEMBER ELIGIBILITY REQUIREMENTS	At least five (5) members must reside within the corporate limits of the city and shall have resided within the corporate limits of the city for at least one year preceding their appointment. Two (2) members may be appointed from the Alvin area in Brazoria County, provided that such members have resided within such area for at least one year preceding their appointment.
TERM	3-year term, staggered
MEETING TIME	Quarterly, 1 st Thursday of those months
DUTIES	Work in an advisory capacity to the city council concerning the library operations, property, events and contracts and other matters related thereto.
OTHER INFORMATION	See City of Alvin Code of Ordinances, Chapter 2, Article IV, Sections 2-38 through 2-43 .
<i>Created by City Ordinance</i>	

ANIMAL SHELTER ADVISORY BOARD

PURPOSE comprised	To provide guidance to the animal shelter and liaison between the community, shelter and Council. To assist in complying with requirements of Texas Health and Safety Code.
NUMBER OF MEMBERS	6 members
MEMBER ELIGIBILITY REQUIREMENTS	At least one (1) licensed veterinarian One (1) city official One (1) person whose duties include the daily operation of an animal shelter One (1) representative from an animal welfare organization Two (2) citizens who will reside within the city limits of Alvin
TERM	Each member shall serve a three (3) year term provided, however, upon initial creation of the Committee the two (2) citizens who reside within the city shall be appointed to a two (2) year term. Thereafter, each member shall serve a staggered three-year term.
MEETING TIME	Shall meet at least 3 times a year, and on an as-needed basis
DUTIES	Work in an advisory capacity to the city council concerning Animal Shelter operations.
OTHER INFORMATION	See Texas Health and Safety Code, Chapter 823, Section 823.005

Created by Resolution 00-R-23, October 5, 2000.

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Appendix B

Application to Serve on a Board or Commission

Name: _____
 Physical Address: _____
 Mailing Address (if different from above): _____
 Do you live within the City of Alvin Corporate City Limits Yes ___ No ___
 Cell Phone #: _____ Home Phone # (if applicable): _____
 E-mail Address: _____
 Occupation: _____ Employer: _____

Appointed position desired (rank those that interest you 1st, 2nd, 3rd choice - Select only 3)

- | | |
|---|---------------------------|
| ___ Animal Shelter Advisory Board | ___ Parks Board |
| ___ Building Board of Adjustments & Appeals | ___ Planning Commission |
| ___ Board of Ethics and Compliance | ___ Senior Citizens Board |
| ___ Cultural Diversity Awareness Commission | ___ Other _____ |
| ___ Library Board | |

If asked to serve on a different board than you indicated, would you be interested? Yes ___ No ___
 Have you ever served on the Alvin City Council? Yes ___ No ___
 Have you served on an Alvin City Board, Commission, or Committee? Yes ___ No ___
 If so, list: _____
 Have you attended/graduated from the Alvin Citizens Academy? Yes ___ No ___ Year ____
 How long have you been a resident of Alvin? _____ Years
 How long have you been a resident of Texas? _____ Years
 Are you a Registered Voter? Yes ___ No ___

By applying to serve on a Board or Commission you recognize that serving on a board or commission can be time consuming. Most meetings are held monthly, and you are committed to attending all regularly scheduled meetings. ☐

Please specify any time constraints you may have _____

Optional Information:

Race/Ethnicity ☐ Asian or Pacific Islander ☐ African American ☐ American Indian ☐ Caucasian
 ☐ Hispanic ☐ Prefer not to Answer ☐ Not listed _____
 Gender ☐ Male ☐ Female Date of Birth _____

Please check all that apply:

- You are a property owner within the City of Alvin
 You or a family member own a local business in the City of Alvin

Tell us a little about yourself and why you would like to serve:

What inspired you to apply to serve on a board or commission?

Please list any Civic or Community Endeavors in which you have been involved:

What will make you a good board member? Include any special knowledge, education, or experience.

Please list any other additional information you think is relevant for City Council to know about you:

I authorize the release of my personal information: Yes ___ No ___

I understand that I will be required to attend a brief interview with members of city council regarding my interest in serving on a board or commission for the City of Alvin and will be required to attend the meeting at which such appointments shall be made. The City Secretary will inform me of said dates and times.

I understand that appointments are solely at the discretion of city council and that this form is not the only basis of candidate selection. If appointed, I will accept the position and faithfully serve to the best of my ability. I understand that information provided in this document is subject to the Public Information Act and phone number and/or email address may be listed as contact information for said board/commission to which appointed.

Signed: _____ Date: _____

Please Return to the City Secretary's Office. This form will be retained for one year.
 216 W. Sealy St. Alvin, Texas 77511; Ph: 281-388-4255; CitySecretary@cityofalvin.com



Application to Re-Serve on a Board or Commission

Name: _____ Date: _____
 Physical Address: _____
 Cell Phone #: _____ Home Phone (if applicable): _____
 Email Address: _____
 Employer: _____ Occupation: _____
 Reason(s) you wish to Continue Serving: _____

Currently serving on the following Board or Commission for which I am re-applying:

- | | |
|---|---------------------------|
| ___ Animal Shelter Advisory Board | ___ Parks Board |
| ___ Building Board of Adjustments & Appeals | ___ Planning Commission |
| ___ Board of Ethics and Compliance | ___ Senior Citizens Board |
| ___ Cultural Diversity Awareness Commission | ___ Other _____ |
| ___ Library Board | |

Have you missed any Board or Commission meetings this past year? If so, how many? _____

Additional comments: _____

I authorize the release of my personal information: Yes ___ No ___

I understand that I will be required to attend a brief interview with members of city council regarding my interest in serving on a board or commission for the City of Alvin and will be required to attend the meeting at which such appointments shall be made. The City Secretary will inform me of said dates and times.

I understand that appointments are solely at the discretion of city council and that this form is not the only basis of candidate selection. If appointed, I will accept the position and faithfully serve to the best of my ability. I understand that information provided in this document is subject to the Public Information Act and phone number and/or email address may be listed as contact information for said board/commission to which appointed.

Signed: _____ Date: _____

Please Return to the City Secretary's Office. This form will be retained for one year.
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