

Boards and Commissions

MEMBERSHIP APPOINTMENT POLICY (Updated 10/16/12)

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Overview

The Mayor and Town Council Members are very interested in you serving as a member of a Town of Little Elm board or commission. As an interested citizen and/or community leader, you can provide an invaluable service to the Town through your membership and participation. Board and commission members volunteer many hours annually, sharing their time and expertise, and learning more about the Town through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the Town's governmental affairs and influence public policy in many areas. The Town has several boards, commissions and committees that endeavor to reflect the varied interests of our Town's citizenry.

Some of the Town's boards and commissions are required and established by state law, while others result from provisions of the Town Charter or from local ordinances. A number of the bodies often exercise legal authority in some aspect of Town government. They address such subjects as planning, zoning, transportation, parks, libraries, buildings and airports. Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the Town Council.

Several boards and commissions have "sovereign authority," which means the Council has delegated some portion of its legislative authority to a citizen board. Indeed, the Town has several "sovereign" boards and commissions that have clear decision-making authority, such as the Town's Planning and Zoning Commission, Board of Adjustment, and Economic Development Corporation Board. Because of the legal significance of these sovereign boards, the Town Council will personally interview all applicants for membership on these sovereign boards and commissions.

Advisory boards and committees are established to work with and through the Town staff to develop policies, procedures, and long range planning of projects that will affect that area of interest. The Town's Parks and Recreation Board, and Bond Advisory Committee are examples of the Town's advisory boards

and committees, some of which are standing boards and committees (that remain in existence year round) and some of which are *ad hoc* boards and committees (which are created on an as-needed basis and which expire once the assigned work has been completed). The Town Council will personally interview all applicants for membership on Advisory boards, commission and committees.

Members of the Town's boards and commissions are considered to be "officers" of the Town and, as such, are governed by several local and state guidelines and regulations that affect all boards and commissions, not the least of which is the state's laws governing Open Meetings, Open Records, Nepotism, and Conflicts of Interest. Moreover, members of Town boards and commissions are expected to conduct themselves, both on and off of the board or commission, so as to give no occasions for distrust or raise questions of integrity.

Our boards and commissions are examining many of the vital issues that face our Town, so you are encouraged to get involved and become a part of the solution. You have an opportunity to help maintain and improve the quality of life that we desire in Little Elm.

Appointment Process

Application forms for all boards, commissions, committees, and task forces can be obtained from the Town Secretary's Office, 2nd floor of the Town Hall Center, 100 W Eldorado Parkway, by calling 214- 975-0404, or by downloading one from our Town website. Applications are considered current for 12 months after their original submittal, after which the application will be removed for consideration and a notice of such action mailed to the applicant. The applicant may reapply and submit a new application.

For those citizens who are considering appointment to a board or commission, it is recommended that they contact the Town Secretary to receive information on the approximate time commitment required, as well as the meeting times and places.

Applicants for sovereign and advisory boards and commissions will submit to an interview process directly with the Town Council. Such applicants are not required to go before the governing board or commission to which they have applied, however, unless requested to do so by the Town Council.

All current members seeking re-appointment to their respective board, commission and committees must fill out and submit a new application to re-apply for that position and interview with the Town Council.

Minimum Qualifications for Boards and Commissions:

Applicants must supply a separate application for each board or commission for each request for board membership.

Applicants to sovereign boards or commissions may not be related, within the first two degrees, to an existing board member of the same board or commission.

Applicants must be residents of the Town for at least six months prior to date of appointment to be considered for voting membership; non-voting ex-officio board memberships are available on some boards and commissions that may be open to non-Town residents.

Applicants must be qualified voters in the Town at the time of appointment, except where provided by State law.

Applicants must not be in arrears to the Town of Little Elm for bills or taxes when proposed nor during their tenure on the board or commission. Failure to remedy such arrears, within five working days of written notification, will result in immediate and automatic disqualification for membership. A person is not disqualified from board service (not in arrears on Town taxes, water service charges or other obligations owed the Town) if the person has entered into an agreement (authorized by the Town, state law, or court order) to pay the obligation on a scheduled payment plan and is current on payment under the plan and in compliance with all terms and conditions of the plan.

Applicants must not be adverse parties to pending litigation or a claim against the Town or a Town employee.

Applicants must not be employees or business associates of either an adverse party or a representative of an adverse party to pending litigation or a claim against the Town or a Town employee.

Applicants may not duly serve on multiple boards as a member or ex-officio, but may duly serve in a temporary ad-hoc capacity.

Applicants must submit to a drivers record and criminal history check prior to appointment; failure to retain a clear record (other than misdemeanor tickets) will result in immediate and automatic disqualification for membership.

Applicants must agree to attend sufficient meetings to fulfill their obligations to the board or commission; members who miss 3 consecutive meetings or 1/3rd of the regularly scheduled meetings in a 12-month calendar period (except for personal, family health related reasons, or as excused by the board or commission), will result in immediate and automatic disqualification for membership.

Applicants must have a creditable record of attendance and performance in any previous board or commission service.

Applicants must show some degree of qualification or special interest for participation on the board or commission for which they have applied.

Applicants representing outside agencies must meet the same qualifications as any sitting board or commission member; failure to comply will result in immediate and automatic disqualification for membership. Memberships proposed for representation of outside agencies will still require a prior presentation before the sitting board or commission for which they applied and concurrence of that board or commission before they may be considered by the Town Council.

Applicants must be present at the meeting when their membership is considered by the Town Council and must be prepared to answer any questions related to their membership application.

The Town Council may appoint a staff member and/or a Council member to serve as a non-voting liaison on all boards or commissions.

Meeting Information and Schedules

The following is a list of meeting schedules for each boards and commissions for the Town of Little Elm. To confirm that the meeting date, time and place is accurate for this month's meeting, or to find out what items are on the respective agendas, please call the Town Secretary at 214-975-0404.

Board of Adjustment and Appeals (sovereign status)

Meeting: Generally meets 1st Monday of each month, 7 p.m., Town Hall, 100 W Eldorado Parkway, Town Council Chambers

Council Liaison or Appointee: n/a

Bond Advisory Committee (ad-hoc advisory status)

Meeting: Meets as needed, 7 p.m., Town Hall, 100 W Eldorado Parkway, Council Conference Room

Council Liaison or Appointee: Town Manager

Town Staff: Town Manager, 214-975-0405

Economic Development Corporation Board (sovereign status)

Meeting: Second Monday of the month, 6:30 p.m., Town Hall, 100 W Eldorado Parkway, Council Conference Room

Council Liaison or Appointee: Curtis Cornelious

Town Staff: Town Manager, 214-975-0405

Parks and Recreation Board (standing advisory status)

Meeting: Second Wednesday of the month, 7 p.m., Town Hall, 100 W Eldorado Parkway, Council Conference Room

Council Liaison or Appointee: n/a

Town Staff: Parks and Recreation Director, 972-377-5564

Planning and Zoning Commission (sovereign status)

Meeting: First and Third Thursday of the month, 6:30 p.m., Town Hall, 100 W Eldorado Parkway, Town Council Chambers

Council Liaison or Appointee: n/a

Community Development Corporation (sovereign status)

Meeting: Fourth Wednesday of the month at 6:45pm., Town Hall, 100 W Eldorado Parkway, Council Conference room

Council Appointee: Katie Gipson

Town Staff: Parks & Recreation Director, 972-377-5564

Little Elm Redevelopment Authority (LERA)

Meeting: Meets as needed, 7:00pm Town Hall, 100 W Eldorado Parkway, Council Conference room

Council Appointee: Richard Stevens

Town Staff: Town Manager, 214-975-0405

Tax Increment Financing Reinvestment Board, TIRZ 1&2 (sovereign status)

Meeting: Meets as needed, 7:00pm Town Hall, 100 Eldorado Parkway, Council Conference room

Council Appointee: for TIRZ#1 –David Hillock, TIRZ#2- Bill Roebken

Town Staff: Town Manager, 214-975-0405