

# CITY OF ALPINE BOARDS, COMMISSIONS, AND COMMITTEES HANDBOOK



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VERSION 1.0

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## ***FOREWARD***

The City of Alpine (“City”) is a home rule municipality, thereby giving the City the power of self-governance. City Council is composed of five (5) Council members and a Mayor, which have two-year staggered office terms. Council members and the Mayor carry out legislative responsibilities, such as identifying the needs of the City, developing programs that satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the City Council. The City of Alpine has a Council-Manager form of government, in which the City Manager is responsible for ensuring that City Council policies are carried out. The job of City Manager and staff is to assist with the implementation and ongoing function of the policies and procedures set forth by City Council and manage the day-to-day operations of the City.

Volunteer Boards, Commissions, and Committees also help to support the City Council’s goals and objectives and are mostly created by ordinance, which outlines their composition, duties, and responsibilities. The work done by volunteer citizens serving on Boards, Commissions, and Committees is a vital part of the successful functioning of the City. Members are appointed by the City Council on a periodic basis. Members have an opportunity to affect public policy, gain access to the highest levels of City government, and develop networks. Any citizen that is interested in serving on a Board, Commission, or Committee should request a handbook and an application from the Office of the City Secretary, or the appropriate staff liaison. In addition to submitting a completed application, it will also be helpful to notify the Mayor or a City Council member of your interest. This publication provides a listing of Boards, Commissions, and Committees presently operating in the City. The directory is designed to educate the citizenry of Alpine about opportunities available for community service. The City Council encourages the participation of qualified citizens and is committed to cultural diversity in all appointments. Questions regarding Board, Commission, Committee service or volunteering should be directed to the Office of the City Secretary at (432) 837-3301, option 1, or by email at [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us). In recognition of the important civic commitment of any citizen serving the City, we have prepared this handbook to assist members in performing their duties. It is our hope that your service to the City of Alpine will be both rewarding and fulfilling. Thank you for your willingness to serve.

## CHAPTER 1 – IN GENERAL

### **Boards, Commissions, or Committees Defined.**

The City of Alpine (“City”) values on the input from volunteer residents serving on boards, commissions, and committees. The City may have various kinds of Boards, Commissions, and Committees, including but not limited to:

1. ***Advisory Boards, Commissions, and Committees:*** Advisory role to the City. These boards make recommendations to the City, but the City Council makes final decisions.
2. ***Decision-making Boards, Commissions, and Committees:*** Decision making Boards, Commissions, and Committees are usually quasi-judicial boards empowered to make decisions and rulings on behalf of a governing body.

### **Alpine Advisory Boards, Commissions, or Committees (Non-Decision Making).**

As of this publication, the City of Alpine has six (6) Advisory Boards, Commissions, or Committees. These Boards, Commissions, or Committees advise the Mayor, City Council, City Manager, and City Staff on different issues of importance tasked to each Board. These entities play a key role in keeping the City of Alpine government accountable and transparent to the citizenry and assist in providing ideas, feedback, and suggestions, and may serve as a sounding board for proposed policy or procedures. Current non-decision making advisory Boards, Commissions, and Committees found within the City of Alpine’s Code of Ordinances are as follows:

### **Alpine Advisory Boards, Commissions, or Committees.**

Animal Advisory Board

Hotel Occupancy Tax Committee

Music Advisory Board

Parks and Recreation Board

Planning and Zoning Commission

### **Alpine Decision-Making Boards, Commissions, or Committees.**

*As of this publication, the City of Alpine has one (1) Decision-Making Commission:*

Building and Standards Commission.

## **Animal Advisory Board (AAB).**

### **Creation of Board.**

An animal advisory board is created to provide recommendations and suggestions to the city council and city manager regarding the welfare of impounded animals and the welfare of animals within the City limits of Alpine, Texas.

### **Purpose.**

The purpose of the Animal Advisory Board is to provide recommendations and suggestions to the City Council regarding the welfare of animals within the City.

### **Duties.**

The animal advisory board shall hold public meetings, conduct work sessions, and make recommendations to the City Council regarding the welfare of animals within the City, the welfare of animals in the Alpine Animal Shelter, and policy decisions that affect the health and safety of animals and residents within the City. The board may, from time to time advise the City Council upon other matters in regard to which the Council may seek such board's advice.

### **Composition of the Board.**

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the health and safety of animals within the City. One (1) member shall be a licensed veterinarian, and one (1) member shall be a representative of the Alpine Humane Society. A minimum of three (3) members shall be resident, qualified voters of the City. One (1) City Council Member and the Head Animal Control Officer/Animal Services Supervisor shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and the Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of the City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer or by the person who holds the position of the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor, subject to confirmation by a majority vote of the City Council. Members shall serve without compensation.

### **Placement.**

Each board member will be designated by "Place" on the board:

**Place 1:** Appointed by Council Member Ward 1, subject to City Council confirmation.

**Place 2:** Appointed by Council Member Ward 2, subject to City Council confirmation.

**Place 3:** Appointed by Council Member Ward 3, subject to City Council confirmation.

**Place 4:** Appointed by Council Member Ward 4, subject to City Council confirmation.

**Place 5:** Appointed by Council Member Ward 5, subject to City Council confirmation.

**Place 6:** Licensed Veterinarian: Appointed by any Council Member or the Mayor , subject to City Council confirmation.

**Place 7:** Alpine Humane Society Representative: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by Majority vote of the City Council.

**Ex officio:** Head Animal Control Officer/Animal Services Supervisor.

### **Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms, except the licensed veterinarian whose position has no term limit. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

### **Removal of Board Members.**

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

### **Board Officers.**

The Board shall appoint the Chairperson (Chair) of the Board by majority vote. From among its members, the Board may also elect a Vice-Chairperson (Vice-Chair), and a Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

### **City Representative.**

The head Animal Control Officer / Animal Services Supervisor is the official City representative for the AAB. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, procedures, and communicate issues or areas of concern to the Board. The City representative will serve as an ex officio member of the board and shall not have the privilege of voting.

### **Board Meetings.**

The Animal Advisory Board meets on the second Tuesday of each month at 6:00 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business. The Animal Advisory Board must meet at least quarterly.

### **Open Meetings**

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

## **Hotel Occupancy Tax Committee (HOT).**

### **Creation of Board.**

There is created and established for the City, being a home rule municipality, a hotel occupancy tax advisory committee.

### **Purpose.**

The purpose of the Hotel Occupancy Tax Committee (hereafter, the “HOT Committee”) shall be to receive suggestions, study situations, plans, and projects, and generally to act in an advisory capacity to such extent as the City Council may desire to be advised relative to hotel occupancy tax funds of the City.

### **Duties.**

The HOT Committee shall hold public meetings, conduct work sessions, and make recommendations to the City Council regarding the expenditure of hotel occupancy tax funds. The board may, from time to time, advise the City Council upon other matters in regard to which the Council may seek such board’s advice.

### **Composition of the Board.**

The board shall be comprised of seven (7) Brewster County registered voters. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall come from hotels, three (3) members shall come from the arts or historic preservation, and two (2) members, aged 18 years of age or older, will serve at large. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting. The Director of Tourism may only vote to break a tie.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and the Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer, or the person who holds the position of the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor, subject to confirmation by a majority vote of the City Council. Board members shall serve without compensation.

### **Placement.**

Each board member will be designated by “Place” on the board:



**Place 1:** Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 2:** Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 3:** Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 4:** Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 5:** Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 6:** At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 7:** At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by a majority vote of the City Council.

**Ex officio:** Hot Committee Liaison / Director of Tourism.

### **Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1<sup>st</sup> to June 30<sup>th</sup>, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

### **Removal of Board Members.**

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

**Board Officers.**

The Director of Tourism shall serve as the official HOT Committee Liaison of the Board. Among the HOT Committee Liaison's duties shall be to call and preside at the meetings of the board, make reports and suggestions to the City Manager and City Council as the board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between the board and the City Manager and City Council. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

**City Representative.**

The HOT Committee Liaison is the official City representative of the HOT Committee.

**Board Meetings.**

The HOT Committee must meet at least annually in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

**Open Meetings.**

The Board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

## **Music Advisory Board (MAB).**

### **Creation of Board.**

There is created and established for the City, being a home rule municipality, a Music Advisory Board.

### **Purpose.**

The purpose of the Music Advisory Board shall be to receive suggestions, study situations, plans, projects, and generally to act in an advisory capacity to such extent as the City Council may desire to be advised relative to the music industry of the City.

### **Duties.**

The Music Advisory Board shall hold public meetings, conduct work sessions, and make recommendations to the City Council regarding the music industry of the city. The board may, from time to time, advise the City Council on other matters upon which the Council may seek the boards advice.

### **Composition of the Board.**

The board shall be comprised of seven (7) Brewster County registered voters who represent the music industry of the city. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall be musicians, two (2) members shall represent music venues, two (2) members shall represent music-focused events, and one (1) member shall represent music education. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. The Director of Tourism may only vote to break a tie.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and the Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of the City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor, subject to confirmation by a majority vote of the City Council. Members shall serve without compensation.

### **Placement.**

Each board member will be designated by "Place" on the board:

**Place 1:** Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 2:** Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 3:** Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 4:** Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 5:** Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 6:** Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Place 7:** Music Education: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by a majority vote of the City Council.

**Ex officio:** Music Liaison / Director of Tourism.

### **Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1<sup>st</sup> to June 30<sup>th</sup>, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

### **Removal of Board Members.**

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

**Board Officers.**

The Director of Tourism shall serve as the Music Liaison of the Board. Among the Music Liaison's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the City Manager and City Council as such board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between such board and the City Manager and City Council. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

**City Representative.**

The Music Liaison is the official City representative of the Music Advisory Board.

**Board Meetings.**

The Music Advisory Board meets at least quarterly in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

**Open Meetings.**

The Board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

## **Parks and Recreation Board (PRB).**

### **Creation of Board.**

There is created and established, for the City, being a home rule municipality, a Parks and Recreation Board.

### **Purpose.**

The purpose of the Parks and Recreation Board is to provide recommendations and suggestions to the City Council regarding the Parks and Recreation endeavors of the City. The Parks and Recreation Board also jointly serves as the Beautification and Environmental Committee with an aim of advising the City Council on the beautification and environmental endeavors of the City.

### **Duties.**

The duties of the Parks and Recreation Board shall be to receive suggestions, study situations, plans, and projects, and generally act in an advisory capacity to such extent as the City Council may desire to be advised relative to the parks and recreation program and the beautification and environmental program of the City. The Parks and Recreation Board may make such reports as the Council may request so that the Council may have the benefit of the opinions of interested citizens and groups who have time and are willing to make a more in-depth study of, and reports on, park and recreation matters than time will permit the council to engage in, considering the variety of other city business to be dealt with. Other duties of the Parks and Recreation Board include the evaluation of conservation development and concerns, to inform and engage citizens in environmental issues, to develop and implement land protection techniques, to educate the public on issues relating to environmental concerns, to advise the City Council relative to environmental concerns of the community, to promote preservation and conservation efforts within the community, to evaluate programs and issues that have an environmental impact on the community, and to oversee the planning of open space and development and smart growth issues.

### **Composition of the Board.**

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the enhancement of Parks and Recreation within the City. Five (5) members shall be qualified, resident voters of the City, and no more than two (2) members may reside outside of the City limits. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and the Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of the City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment.

Reappointments can be made to each position by the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor, subject to confirmation by a majority vote of the City Council. Members shall serve without compensation.

**Placement.**

Each board member will be designated by “Place” on the board:

**Place 1:** Appointed by Council Member Ward 1, subject to City Council confirmation.

**Place 2:** Appointed by Council Member Ward 2, subject to City Council confirmation.

**Place 3:** Appointed by Council Member Ward 3, subject to City Council confirmation.

**Place 4:** Appointed by Council Member Ward 4, subject to City Council confirmation.

**Place 5:** Appointed by Council Member Ward 5, subject to City Council confirmation.

**Place 6:** Appointed by the Mayor, subject to City Council confirmation.

**Place 7:** Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by a majority vote of the City Council.

**Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

**Removal of Board Members.**

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3)

consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

### **Board Officers.**

The Board shall appoint the Chairperson (Chair) of the Board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

### **City Representative.**

The Parks & Recreation Department of the City will designate an official City representative for the Parks and Recreation Board. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board.

### **Board Meetings.**

The Parks and Recreation Board meets on the second Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

### **Open Meetings.**

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.



## **Planning and Zoning Commission (P&Z).**

### **Creation of Commission.**

There is created and established for the City, being a home rule municipality, a Planning and Zoning Commission

### **Purpose.**

The purpose of the Planning and Zoning Commission is to advise the City Council on matters related to planning, zoning, or other items that the City Council requests to be advised of.

### **Duties.**

The Planning and Zoning Commission shall exercise the powers and duties as prescribed by City Ordinance and as prescribed by Texas Local Government Code, Chapter 211.

### **Composition of the Board.**

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and the Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor, subject to confirmation by majority vote of the City Council. Members shall serve without compensation.

### **Placement.**

Each board member will be designated by “Place” on the board:

**Place 1:** Appointed by Council Member Ward 1, subject to City Council confirmation.

**Place 2:** Appointed by Council Member Ward 2, subject to City Council confirmation.

**Place 3:** Appointed by Council Member Ward 3, subject to City Council confirmation.

**Place 4:** Appointed by Council Member Ward 4, subject to City Council confirmation.

**Place 5:** Appointed by Council Member Ward 5, subject to City Council confirmation.

**Place 6:** Appointed by the Mayor, subject to City Council confirmation.

**Place 7:** Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by a majority vote of the City Council.

### **Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1<sup>st</sup> to June 30<sup>th</sup>, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

### **Removal of Board Members.**

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

### **Board Officers.**

The Commission shall appoint the Chairperson (Chair) of the board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

### **City Representative.**

The Building Official / Director of Building Services is the official City representative for the Planning and Zoning Commission. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board.

**Board Meetings.**

The P&Z meets on the fourth (4<sup>th</sup>) Monday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

**Open Meetings.**

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

## **Building and Standards Commission (B&S).**

### **Created.**

There is created and established for the City, being a home rule municipality, a Building and Standards Commission.

### **Purpose.**

The Building and Standards Commission (hereafter, the “B&S”) is responsible for the preservation of public safety relating to proper materials and methods used for building construction, fire safety, or improvements of buildings and deteriorated buildings within the City. This is a quasi-judicial board that has the authority under state law to authorize the condemnation of hazardous properties in the City.

### **Duties.**

The B&S shall hold public meetings, conduct public hearings, and make decisions related to Building and Building Regulations. The Commission is empowered to (Sec 54.036, Texas Local Government Code):

- (1) Order the repair, within a fixed period, of buildings found to be in violation of an ordinance;
- (2) Declare a building substandard in accordance with the powers granted by Chapter 54 of the Texas Local Government Code;
- (3) Order, in an appropriate case, the immediate removal of persons or property found on private property, enter on private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance, and order action to be taken as necessary to remedy, alleviate, or remove any substandard building found to exist;
- (4) Issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the municipality, to enforce and carry out the lawful orders or directives of the commission panel;
- (5) determine the amount and duration of the civil penalty the municipality may recover as provided by Section 54.017, Texas Local Government Code.

### **Composition of the Board.**

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. Voting members of the Building and Standards Commission may not be a member of the City Council or the Planning & Zoning Commission.

### **Appointment of Board Members, Vacancies.**

Each member of the City Council and Mayor shall present their nominations for board members before the second regular City Council meeting in June, following their election to office. At the same meeting in June, the City Council shall consider those nominations for appointment. Once appointed by a majority vote of City Council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer. Vacancies may be filled at any time by a member of the City Council or the Mayor. Members shall serve without compensation.

### **Placement.**

Each board member will be designated by “Place” on the board:

**Place 1:** Appointed by Council Member Ward 1, subject to City Council confirmation.

**Place 2:** Appointed by Council Member Ward 2, subject to City Council confirmation.

**Place 3:** Appointed by Council Member Ward 3, subject to City Council confirmation.

**Place 4:** Appointed by Council Member Ward 4, subject to City Council confirmation.

**Place 5:** Appointed by Council Member Ward 5, subject to City Council confirmation.

**Place 6:** Appointed by the Mayor, subject to City Council confirmation.

**Place 7:** Appointed by any Council Member or the Mayor, subject to City Council confirmation.

**Ex officio:** City Council Member: Appointed by a majority vote of the City Council.

### **Terms of Board Members.**

The term of each board member shall be two (2) years, from July 1<sup>st</sup> to June 30<sup>th</sup>, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

### **Removal of Board Members.**

Board members serve at the pleasure of the city council. The city council may by majority vote remove a board member at any time for cause on a written charge (Sec. 54.033, Texas Local Government Code). Before a decision regarding a removal is made, the City Council must hold a

public hearing on the matter if requested by the Commission member subject to the removal action. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

### **Board Officers.**

The Commission shall appoint the Chairperson (Chair) of the Board. The Chair shall administer oaths and compel the attendance of witnesses. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a one (2) year term. The Chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

### **City Representative.**

The Building Official / Director of Building Services is the official City representative for the Building and Standards Commission. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board. The City of Alpine designates the Building Official / Director of Building services as the appropriate official to present all cases before the building and standards commission.

### **Board Meetings.**

The Building and Standards Commission meets on the fourth (4<sup>th</sup>) Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

### **Building and Building Regulations.**

The building and standards commission shall:

- (a) Use the standards of criteria related to the deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures, and other conditions as recognized by the building codes adopted by the City of Alpine including Chapter 18 – Building and Building Regulations.
- (b) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

### **Open Meetings.**

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of

the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

## CHAPTER II – APPOINTMENT PROCESS

### **Application Process.**

Citizens interested in serving on a board, commission or committee can obtain an application from the City Secretary's Office at City Hall or from the City's website. The completed application can be submitted directly to the City Secretary or to the Mayor or Council member who nominated the applicant.

### **Appointment Process.**

The City Council makes appointment to City of Alpine boards, commissions, and committees. The City Council considers applications to these entities during regular City Council meetings. Once a prospective applicant completes a boards, commissions, & committees Application, the application will be forwarded to the City Council. A Council Member must sponsor the applicant on a City Council agenda. It is at the City Council's sole discretion to sponsor an prospective applicant or not. City staff will not sponsor a prospective candidate on a City Council agenda.

### **Notice of Appointment.**

After the City Council appoints a person to serve as a member of a board, commission, or committee, the City Secretary will notify the appointee in writing of the appointment.

### **Eligibility and Qualifications.**

The City Council seeks qualified persons to serve on boards, commissions and committees. The qualifications required to serve on a particular board, commission or committee are determined by City of Alpine's Code of Ordinances, Policy, or by the State Law which established the board, commission or committee.

Appointments to boards, commissions or committees that do have eligibility requirements must be made in accordance with the governing City ordinance or State statute/s. Board, commission, and committee members must continue to meet the eligibility requirements during the entire time they serve. If a member cannot continue to maintain the necessary requirements, their position shall automatically be deemed vacant.

### **Oath of Office.**

Upon appointment, an oath of office is administered to all members of boards, commissions, and committees. The oath of office may be administered by the City Secretary (or designee), the Municipal Judge, or a City-employed Notary Public for the State of Texas.

### **Open Meetings Act Training.**

Upon appointment, each new board, commission or committee member is required to complete the Open Meetings Act Training as required by the Attorney General of the State of Texas within



ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

**Public Information Act Training.**

Upon appointment, each new board, commission or committee member is encouraged to complete the Public Information Act Training provided by the Attorney General of the State of Texas within ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

**Conflict of Interest & Disclosure.**

Board, commission, and committee members are subject to provisions of Chapter 171 and Chapter 176 of the Local Government Code related to Conflicts of Interest & Disclosure requirements. Upon appointment each new board, commission or committee member is required to complete a *Conflict of Interest Acknowledgement Form*. The Conflict of Interest Acknowledgement Form and helpful links regarding the subject may be found at [www.cityofalpine.com/conflict](http://www.cityofalpine.com/conflict).

## CHAPTER III – RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEE MEMBERS

### **In General.**

It is an honor to be selected as a City board, commission or committee member and serving in this capacity provides a special opportunity for genuine public service. Although specific duties of each body vary widely, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

- a) Members should understand the role and scope of their responsibilities and should be informed of the individual board, commission or committee's purpose and of its operating procedures.
- b) Members should be careful to represent the majority views of their individual board, commission or committee. Individual "opinions" to the public and press should be identified as such.
- c) Members should represent the public interest and not special-interest groups.
- d) Good communication is essential – members are in a position to serve as liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting recommendations and providing a channel for citizen expression.
- e) Members are required to review their agenda packets prior to meetings, and contact City staff with any questions. Where possible, members should personally view situations (i.e. visit sites or view geographical issues) under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on a thorough review of the agenda item will strengthen the value of the group's recommendations.
- f) Establishing good working relationship within the group is important for the group's effectiveness. These relationship aspects include respecting individual viewpoints; allowing other members time to present their views fully before making comments; being open and honest; and welcoming new members.
- g) City Council is a non-partisan body. Therefore, its appointments to boards, commissions or committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not attempt to use or involve their board, committee or commission membership in the conduct of outside political activities.

### **Working with City Staff.**

Each board, commission, or committee member works with City staff and with the designated department staff assigned to that board, commission or committee. City staff provides general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services.

### **Reporting to the City Council.**

The role of each board, commission, or committee is to make recommendations to City Council. It is through the boards, commissions, and committees that the City Council can receive citizen input. All boards, commissions and committees are required to communicate the position of the body to the City Council and shall provide regular updates to City Council during Council meetings. This is typically done by the Chair of the board, commission, or committee. Boards, commissions, and committees shall make reports to the Council at least quarterly. The exception to this rule are the Music Advisory Board and the Hotel Occupancy Tax Committee, which may report annually to the City Council.

There will be occasions when City staff will be required to prepare an agenda item for City Council review. In preparation of such a report, the staff member should present both the staff position and the board, commission or committee's position. It is the desire of the City Council to have an opportunity to hear and consider all sides of an issue and all recommendations to assist in its decision-making process.

### **Texas Open Meetings Act (TOMA).**

The Texas Open Meetings Act (TOMA) requires that every meeting of the City Council be open to the public. The Act also requires all boards and commissions, other than advisory boards, commissions and committees, to follow this requirement as well. In Alpine, all boards, commissions and committees follow the procedures for open meetings. These requirements include:

- a) A posted notice is required of a meeting. Written notice of the date, hour, place and subject of each meeting must be posted on a public bulletin board, located at a place convenient to the public for at least seventy-two (72) hours preceding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the governmental body.
- b) Minutes are required to be prepared and a voice or video recording made of each open meeting. Minutes must state the subject of each deliberation and indicate each vote, order, decision or other action taken.
- c) Closed Meetings – The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards, commissions or committees will not have the occasion or legal basis to meet in closed or executive session. Closed meetings are allowed to discuss pending litigation, certain personnel matters, and the lease or acquisition of land. Before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting and the presiding officer publicly announce that a closed meeting will be held and identify the sections of the Act authorizing the closed meeting. No final action, decision, or vote can be made in a closed meeting.

All final actions, decisions, and votes must be made in open meetings. The governmental body is also required to keep a Certified Agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must include an announcement at the beginning and end of the closed meeting indicating the time and place and must certify that the agenda is a true and correct record of the proceedings. Blank Certified Agenda forms for use by presiding officers are available from the Office of the City Secretary. In lieu of maintaining a Certified Agenda, a tape recording of the closed meeting may be made.

Penalties – A fine of not less than \$100 nor more than \$500 or imprisonment in the county jail for not less than one (1) month nor more than six (6) months, or both fine and imprisonment, can be imposed for violating the provisions of the Open Meetings Act or conspiring to circumvent the provisions of the Open Meetings Act by meeting in numbers less than a quorum for the purposes of secret deliberations.

## CHAPTER IV – GENERAL INFORMATION.

### **Advisory Boards, Commissions, and Committees.**

- (a) The construction of authority and governance of all processes and procedures concerning boards, commissions, and committees shall be:
  - (1) the United States Constitution and statutes of the United States of America.
  - (2) the Texas Constitution and statutes of the State of Texas.
  - (3) the City Charter of Alpine, Texas.
  - (4) the Code of Ordinances of the City of Alpine, Texas.
  - (5) resolutions of the City Council of the City of Alpine, Texas.
  - (6) the Boards, Commissions, and Committees handbook established by City Council resolution.
- (b) The City Council shall provide directives to all boards, commissions, and committees at least annually by City Council resolution. Directives of the City Council shall provide assignments, objectives, and tasks that boards, commissions, and committees should focus on throughout the year. Directives shall provide insight as to matters of importance to the Council upon which the City Council desires to be advised.
- (c) All proposed board actions must be presented to and approved by the City Council. No directive from a board, commission, or committee will be permitted.
- (e) It shall be the duty of the City Manager to place all official recommendations from a board, commission, or committee on a City Council agenda for consideration.
- (f) Duties of the advisory boards are to advise, not delegate, or administer projects. Boards may only administer projects with explicit authorization from the City Council.
- (g) Board members may not contact City staff without the permission of the City Council or the City Manager. This provision excludes the City Secretary and designated City representatives of a board, commission, or committee.
- (h) The Chairperson or designee of a board, commission, or committee, shall provide reports to the City Council at an open meeting at least quarterly. This provision does not include the Hotel Occupancy Tax Committee and the Music Advisory Board, who may provide annual updates to the City Council.

- (i) Boards, Commissions, and Committees shall have no power to contract for, or on behalf of, the City. No contract, lease, or agreement shall be valid unless it has been executed by the order of the City Council.
- (j) Board members may be removed by the City Council member who appointed them, or by a majority vote of the City Council. If a board member is absent for three consecutive meetings, it will be deemed that they have resigned.
- (k) The City Council may, as deemed necessary from time to time, establish temporary ad-hoc committees, task forces, or other temporary special committees by city council resolution. Any permanent or long-term boards, commissions, or committees must be established by ordinance.
- (l) City employees may not be appointed to an official City Council board, commission, or committee. This provision does not apply to ad-hoc committees, task forces, the grievance committee, or other temporary special committees established by the City Council. This provision does not apply to City employee appointments that are established by ordinance.

### **Meetings Shall be Public.**

Boards, commissions, and committees shall follow both the letter and the spirit of V.T.C.A., Government Code Ch. 551 (the Texas Open Meetings Act). Accordingly, meetings shall be public, and all boards, commissions, and committees shall adhere to requirements established by the Texas Open Meetings Act.

### **Types of Meetings.**

- (a) Regular Meetings. Regular board meetings shall be held on the same date and time of each month at 5:30 P.M. in City Council Chambers at 803 W. Holland Avenue, or at such other location as circumstances may necessitate. The location of the meeting shall be clearly delineated on the board agenda. Meetings held at a location other than the City Council Chambers should be exceedingly rare and of a clearly significant nature. Approval by the City Secretary and the posting of proper notice may change the location or time, or part, or all of any meeting.
- (b) Workshop Meetings. A workshop is a meeting to discuss or explore matters of interest to a Board. Workshops are typically held to hold a discussion regarding specific subject matters, and/or to invite feedback from the public on any given topic. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The Chair of the Board may allow any citizen to participate in the discussion at a work session, but only as recognized by the Chair. The Chair may end citizen participation in a work session in order to allow the board, commission, or committee to proceed with the discussion.
- (c) Special Meetings or Town Hall Meetings. Special meetings may be called by the City Secretary upon written request of (3) members of a board and with the approval of the City Secretary. Special meetings should be exceedingly rare and of a clearly significant or urgent nature. For approved special meetings, the City Secretary shall cause the posting of notice of the meeting as governed

by applicable law. Special meetings shall normally be held at 5:30 P.M. in City Council Chambers located at 803 W. Holland Avenue. An alternate location other than the City Council Chambers may be designated subject to the approval of the City Secretary under extenuating circumstances as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.

(d) Closed Meeting or Executive Session. The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards will not have the occasion or legal basis to meet in closed or executive sessions. A closed meeting may only occur with the approval of the City Secretary and the City Manager with the advice and consent of the City Attorney. Approved closed meetings for boards, commissions, and committees will be conducted in accordance with the Texas Open Meetings Act.

### **Role of the Chairperson.**

(a) The function of the chairperson (Chair) is to provide leadership for the group by presiding over the group's meetings. The Chair is selected by a majority vote of the board, commission, or committee. The Chair has additional duties and responsibilities which must be performed.

(b) The Chair ensures the smooth operation of the board, commission, or committee and must make certain that the meeting is run by the rules but democratic enough to use the power and authority of the position wisely. The Chair's ability to effectively manage meetings will have a significant impact on the group's success. An effective Chair must make certain that discussions remain focused and do not get sidetracked on irrelevant issues.

### **Role of other officers.**

(a) A Vice-Chair may be selected by a majority vote of the board, commission, or committee members, and the role of the Vice-Chair is to preside in the absence of the Chair. The Vice-Chair will typically have increased responsibility which may include serving as the Secretary of the Board. In case both the Chair and the Vice-Chair are absent from a meeting, the remaining membership may appoint an Acting Chair to preside over the meeting.

(b) If the Chair fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. Other officers and duties may be determined by the respective board, commission, or committee.

### **Records of Meetings.**

(a) The Chair, the Vice-Chair, or the Chair designee shall keep written minutes of all Board meetings. All board meetings shall be recorded. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the Board. Unapproved minutes may be released at the discretion of the City Secretary, but shall be clearly marked as "Unapproved and Unofficial." The official minutes of Boards should not include discussion or everything that was said at the meeting, but at a minimum shall include:

- (1) Action taken by the Board.
  - (2) The text of all main motions, as amended.
  - (3) The text of all "points of order" and "appeals" along with the reason given by the Chair, Vice-Chair, or Acting Chair for the ruling.
  - (4) The results of the vote as to whether the motion was "adopted," "lost," or "failed."
  - (5) A record of the Board Member who made the motion, the Board Member who seconded the motion, any Board Member who moves to amend the main motion, and how each Board Member voted on the item.
  - (6) A Board Member may request, through the Chair, the privilege of having an abstract of his/her statement on any subject under consideration by the board, commission, or committee entered in the minutes. If the board consents thereto by a majority vote, such statement shall be entered in the minutes.
  - (7) The board may, by majority vote, request to add or amend minutes as the board deems appropriate.
- (b) Record of board Agenda Packets will be assembled and maintained by the City Secretary, or City Secretary designee, and delivered to the board members electronically prior to the Board meeting.



## CHAPTER V – MEETING RULES OF PROCEDURE

### **Quorum.**

The Chair shall, with three of the board members, constitute a quorum. In the absence of the Chair, any four of the Board Members shall constitute a quorum. At any meeting at which both the Chair and Vice-Chair are absent, the quorum may appoint any board member to preside as acting Chair. Vacancies on a board do not reduce the number of members necessary to establish a quorum.

### **Parliamentary Procedure.**

- (a) *General Procedure.* General rules of parliamentary procedure as defined herein, consistent with the City Charter and any applicable City Ordinance, statute, or other legal requirements, shall govern the proceedings of boards, commissions, or committees (boards). To the extent not inconsistent with these rules, boards shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by a board. These rules of parliamentary procedure are intended solely as a guideline.
- (b) *Duties of the Presiding Officer.* The Presiding Officer of a board shall be the Chair. The Chair shall preserve strict order and decorum at all meetings of the board. The Chair shall state every question coming before the board, announce the decision of the board on all subjects and decide all questions of order, subject, however, to an appeal to the board, in which event a majority vote of the board shall govern and conclusively determine such question of order. The Chair shall sign all official documents adopted by the board in their presence. In the event of the absence of the Chair, the Vice-Chair or Acting Chair shall sign documents as adopted, respectively.
  - (1) The Chair shall preside with fairness, impartiality, and maintain absolute neutrality by posture, demeanor, action, and language during all meetings. The Chair, Vice-Chair, Acting Chair, or any board member shall not:
    - (I) Restrict orderly speech, in any way, of any board member or City staff presentation of any item.
    - (II) Restrict orderly speech, in any way, of any board member or City staff discussion of any item.
- (d) *Board Deliberations.* The Chair has the responsibility to control the discussion and the order of speakers. Board members will generally be called upon in the order of the request to speak, although the privilege to speak shall generally begin with the moving party or individual who sponsored the item on the agenda, respectively. A board member may not be recognized to speak subsequently until each board member has had an opportunity to obtain the floor. A board member holding the floor may address a question to another board member and that board member may, should they so choose, respond to the question while the floor is still held by the board member asking the question.

- (e) *Limits to Deliberations.* After an agenda item is announced or read by the Chair, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. The ensuing discussion must be limited to the subject matter or motion currently being considered.
- (f) *Obtaining the Floor.* Any member of the board wishing to speak shall first obtain the floor by making a request for the floor to the Chair. The Chair shall recognize any board member who seeks the floor when appropriately entitled to do so.
- (g) *Motions.* Motions may be made and seconded by any member of the board.
- (h) *Procedures for Motions.* The following is the general procedure for making motions:
  - (1) The item is announced or read aloud by the Chair or the individual who sponsored the item on the agenda.
  - (2) A board member may make an affirmative motion on the item before discussion may take place.
  - (3) A board member may second the motion on the item before discussion may take place.
  - (4) Once the motion has been properly made and seconded, the Chair shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any board member recognized by the Chair.
- (i) *Amendments to Motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (j) *Motion to Table.* A motion to Table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next board agenda.
- (k) *Motion to Postpone, Motion to Postpone Indefinitely.* A motion to postpone until a specific date may be made if a board member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a board member wishes to postpone an item indefinitely. A motion to postpone may not be offered as an amendment but as a standalone subsidiary motion that would kill the original motion without having to vote on the original motion.
- (l) *Points of Order.* The Chair, a board member, or City staff may call a point of order to facilitate the running of the meeting but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion.
- (m) *Call for the Question, Previous Question, Calling for a Vote.* Any board member may Call for the Question to request that the discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A Call

for the Question shall not be used to limit constructive feedback or debate pertaining to the discussion.

- (n) *Continuance of Discussion or Hearings.* Any item being discussed or any public hearing at a board meeting may be continued or tabled to any subsequent meeting by order, notice, or motion. Tabling or continuing the item will not stop the consideration of the item by the board.
- (o) *Recess.* The Chair may call for a recess of up to fifteen (15) minutes at regular intervals at appropriate points in the meeting agenda, subject to appeal and reversal by a majority vote of the board.

### **Agenda.**

- (a) By written request, the Chair, the City Manager, the City Secretary, or any member of the Board may place an item on a board agenda. In addition, designated City staff representatives and Department Heads may add items to a board agenda.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the board (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, and shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) All action items should originate as an information or discussion item before being presented as an action item so that thoughtful input can be provided by board members before an official action item may be presented to the board. This rule excludes items that are routine and administrative in nature, such as periodic permit approvals and other procedural items. Any deviation from this rule should be exceedingly rare, should be of a clearly significant nature, and will be subject to approval by the City Secretary.
- (d) Agenda requests and backup documentation shall be filed with the Chair by 5:00 p.m., 7 (seven) days prior to the board meeting (and a commensurate period for special meetings).
- (e) The agenda and backup documentation must be sent by the Chair to the City Secretary by 5:00 p.m. 6 (six) days prior to the meeting. Deviations from the deadlines or the submission of additional items past the established deadlines or once the agenda has been posted should be exceedingly rare, should be of a clearly significant nature, and will be subjected to approval by the City Secretary.
- (f) The Chair will coordinate the placement and content of items on the agenda and agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (g) Drafts of proposed resolutions, ordinance changes, and other items requiring review should be submitted to the City Secretary or City Staff in a manner timely enough to allow for the proper review of the material. City Staff should be given adequate time to produce proposed ordinance changes or other documents.

### **Rules for Attendance at Regular Meetings of Boards, Commissions, or Committees.**

- (a) All board, commission, or committee members are expected to attend meetings to ensure the community is well represented. Attendance is extremely important to the board, commission, or committee.

- (b) Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board.
- (c) A board member who will not be able to attend a regular board meeting shall make a reasonable effort to notify the Chair or the Office of the City Secretary prior to the meeting and shall indicate the reason for their inability to attend.

**Voting.**

- (a) All board members, including the Chair of the Board, shall generally have the privilege of voting, except when the approved board, commission, or committee guidelines dictate otherwise. No member or board officer shall have the power of veto.
- (b) Before a vote is taken on any item, the Chair shall restate the motion to ensure that the matter being considered is clearly understood prior to being voted on by the board.
- (c) When a vote is called, every board member present shall vote either "Aye" or "Nay" or shall abstain. In order to ensure clarity about the position of each board member during a vote, the Chair shall ask for a positive statement for those in favor of a motion by stating "Aye" or raising of their hand, those not in favor of a motion by stating "Nay" or raising of their hand, and those who abstain from voting by stating "Abstain" or raising of their hand.
- (d) *Silence Constitutes Affirmative Vote.* Unless a board member states that they are not voting, or that they abstain, their silence shall be recorded as an affirmative vote.
- (e) On the request of the Chair, a City staff member, or a board member, a roll call vote shall be taken. After the result of a vote is announced, a board member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present before the adjournment of the meeting.

**Order of Business.**

- (a) The order of business for board meetings is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting. An informational page of the agenda explaining meeting information, processes, and procedures may be established and amended from time to time by City Council resolution.

AGENDA

1. Call to Order.
2. Determination of quorum.
3. Public Comments (limited to 3 minutes per person).
5. Approval of Minutes of the previous meeting.

4. Public Hearings.
6. Information or Discussion items.
7. Action Items.
8. Board Member Comments.
9. Adjourn.

## CHAPTER VI – MEETING RULES OF DECORUM

### **Decorum.**

- (a) *By Board Members.* While the board is in session, board members must preserve order and decorum. A board member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the board nor disturb any member while speaking nor refuse to obey the orders of the board or its Chair, except as otherwise herein provided.
  
- (b) *By Attendees.* Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the board shall immediately be subject to loss of speaking privileges by the Chair unless permission to continue is granted by a majority vote of the board.
  - (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the board and during debate between board members are inappropriate and are not permitted. The Chair will ensure that the decorum of the meeting is maintained and is appropriate.
  - (2) It is not the intention of the City to provide a public forum for demeaning any individual or group. Neither is it the intention of the board to allow a member or members of the public to insult the honesty and/or integrity of the board as a body, the proceedings of the board, or any member or members of the board, individually or collectively. Therefore, the Chair and board will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
  - (3) Members of the public shall not engage in any of the following in the meeting room during a board meeting:
    - (I) Shouting, unruly behavior, distracting side conversations or speaking out when another person is talking.
    - (II) Defamation, intimidation, personal affronts, profanity, or threats of violence.
    - (III) Use of phones, pagers, radios, computers, or other electronic equipment – except as authorized by State law. The Chair may authorize the use of equipment on a case-by-case basis, subject to appeal and/or reversal by a majority vote of the board.
    - (IV) Booing, hissing, foot-stomping, ripping of paper, parading, signing, or other similar behavior that impedes or disrupts the orderly conduct of the meeting.

- (4) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the board on how to conduct a meeting properly. The Chair and the board are the formal authority to determine what is or is not: in order, out of order, or the correct way to conduct the board's business. The Chair, any board member, and City staff are the only individuals permitted to call a point of order or make recommendations on how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.
- (5) No offensive, vulgar, or distracting placards, banners, signs, or apparel shall be permitted to be erected or displayed by persons in attendance in City Council Chambers or in any other room in which the board is holding a meeting. Exhibits, displays, and visual aids used in connection with presentations to the board are permitted.

### **Enforcement of Decorum.**

- (a) Disturbances, transgressions of the rules, or disorderly conduct in the City Council Chambers may cause the transgressor to be removed from the meeting. The Chair of the meeting shall exercise control over persons who disrupt the meeting in the following ascending order of action:
  - (1) Call the person to order, advising that person of the infraction.
  - (2) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
  - (3) Order the person to leave the meeting. If the offending person is a member of board, the Chair shall call for a vote on the expulsion of that member from the meeting, with such vote requiring a majority for adoption.
  - (4) A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05.
- (b) Upon instructions of the Chair unless otherwise directed by a majority vote of the board, it shall be the duty of the Alpine Police Department to remove any person who violates the order and decorum of the meeting.

### **Audience Participation.**

- (a) At meetings of boards, commissions, and committees, the business of Alpine is conducted between the members of the board and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of boards, commissions, and committees, the public's participation therein is to be governed by the following:
  - (1) Audience participation is limited to the role of observers except during the Public Comment portion of the meeting, the Public Hearing portion of the meeting, or at other times that the Chair of the board deems appropriate.

- (2) Members of the public in attendance at any Regular, Special, Emergency, and/or Workshop Meeting of a board, commission, or committee shall conduct themselves with proper respect and decorum in speaking to and/or addressing the board, in participating in public discussions before the board, and in all actions in the presence of the board. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the board. Comments by proxy are not allowed.
- (3) Board members shall not have discussions during the Public Comment and Public Hearing portions of the agenda, nor take any action thereon other than to refer the item to City staff for research and possible future action.
- (4) It is the intention of the City to provide open access to the resident and affected persons of Alpine to address boards, commissions, and committees, and express themselves on issues under consideration by the board. In accordance with such, members of the public in attendance at board meetings must be respectful of individuals making public comments before, during, and after such comments are made.
- (5) Persons may present printed material, subject to approval by the City Secretary, to be included in the board agenda packets one week prior to a meeting. Persons may present printed material to the City Secretary to distribute to the board, commission, or committee during a meeting, subject to the same approval and deadline.

#### **Addressing the Board, Commission, or Committee.**

- (a) *Public Comments.* Any city taxpayer or resident may make a public comment during the public comments portion of a meeting. Members of the public that live outside of the City limits of Alpine may make comments at the discretion of the Chair if time permits. Individuals must be physically present to address the Board. Comments by proxy are not allowed.
  - (1) Each person addressing the board shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium and shall give their name and ward for the record, and, unless further time is granted by the board, shall limit their address to three (3) minutes. Unused public comment time may not be “designated” or “yielded” to other attendees. All remarks shall be addressed to the board as a body and not to any member thereof.
  - (2) Persons wishing to address the board on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their 3-minute presentation. Additional time is not given for additional items (however, emailing, writing, or visiting with board members and City Staff outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).



- (b) *Public Hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items.
  - (1) Only comments regarding a Public Hearing agenda item may be made during the Public Hearing portion of the meeting. Each person who wishes to address the board during the Public Hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium and shall give their name and ward for the record. Unless the Chair grants further time, the person addressing the Council shall limit their address to three (3) minutes. Individuals must be physically present to address the board. Comments by proxy are not allowed.

# **ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF HANDBOOK**

## **PLEASE READ ALL ASPECTS OF THIS HANDBOOK CAREFULLY**

This handbook is general guide for board, commission and committee volunteers. The City of Alpine reserves the right to change the provisions of this handbook at any time and without prior notice. The provisions contained in this handbook are applicable to all board, commission and committee members. You are responsible for reading, and complying with, materials contained in this handbook and any revisions made to it.

I have received a copy of this handbook, and I understand it is my duty to read the handbook and that the policies and procedures set forth therein apply to me and exclusively govern the terms and conditions of the duties and responsibilities to the City of Alpine.

I have read this handbook carefully and understand its contents.

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Name (print)

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Board(s), Commission(s), or Committee(s)

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Signature

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Date