

ORDINANCE # 980514.001

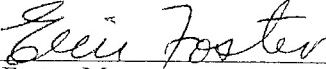
**Ordinance providing for "The Village of Bear Creek Handbook for Citizens Committee Members" to be used as the official handbook to define the powers and duties of Citizens Committees as follows: appoint of members of the committees, terms of office, organization, Open Meetings Act requirements, attendance and communications requirements and annual report requirements.**

WHEREAS, a handbook that defines the Citizens Committee duties, powers and responsibilities is needed to insure that all committee members understand their functions so they can adequately perform their duties as specified in the handbook.


**THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE VILLAGE OF BEAR CREEK, TEXAS:**

1. That all Citizens Committee members shall abide by the "Village of Bear Creek Handbook for Citizen Committee Members " when performing their duties as citizen committee members.
2. Each appointed member of a Citizens Committee shall have this handbook provided to them at their initial Citizens Committee meeting.

PASSED AND APPROVED, the 14<sup>th</sup> day of MAY, 1998 by the governing body of the Village of Bear Creek, Texas..

  
\_\_\_\_\_  
Erin Foster, Mayor

ATTEST:

  
\_\_\_\_\_  
Susan Lefler, City Secretary

**HANDBOOK FOR COMMITTEE MEMBERS OF  
THE VILLAGE OF BEAR CREEK**

Citizens Advisory Committees are an established feature of municipal government in Texas. They offer citizens an extraordinary opportunity to participate a city's governmental affairs and their activities help shape or influence policy in many areas.

**Purpose**

The purpose of the Citizen's Advisory Committees is to identify community needs and make recommendations to the the city council such as:

- a. Identify and recommend achievable community goals for short-term and long-term planning and development of the city; and
- b. Recommend plans, programs and policies that will aid the entire community in achieving its defined goals.

Advisory Committees may make recommendations to the elected City Officials on many topics, such as:

- Land use
- Building standards
- Roads
- Utility services

While the mayor and council are not obligated nor bound by the recommendations made by the Citizens Advisory Committees, such recommendations offer vital information and advice to the city council which is often influential on council deliberations and decisions.

**Membership and Appointment**

All members to be appointed to serve on City Council established Committees shall be residents of the Village of Bear Creek. The city council will consider for appointment to the committee only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgement, interest and availability to prepare for and attend meetings. It is the intent of the city council that members shall, by reason of diversity of their individual occupations, constitute a committee which is broadly representative of the community.

**Terms of Office**

The term of office for each committee member shall be one year and shall expire on December 31<sup>st</sup>. Vacancies shall be filled by the city council for unexpired terms. Newly appointed members shall be installed at the first regular committee meeting after the appointment

**Organization**

The committee shall hold an organization meeting in January of each year and shall elect a Chairperson and Vice-Chairperson from among its members before proceeding to any other matters of business. The committee shall elect a Secretary and such other officers as it deems necessary either from its membership or from representatives assigned by the city council to work with the committee. The committee shall meet as a minimum monthly and shall designate the time and place of its meetings. The committee should generally follow Robert's Rules of Order to govern the proceedings of their meetings. The committee shall keep a record of its proceedings. Minutes of meetings should include as a minimum: members present, members absent, all votes taken and vote totals.

## Open Meetings Act

All committees established by the city shall adhere to the provisions of Tex. Rev. Civ. Stat. Ann. Art. 6252-17, commonly referred to as the Open Meetings Act. Following are some key points from that act:

NOTICE- Committees must post a written notice of the time, location and agenda of each committee meeting at the place designated for public posting by the City Clerk at least three (3) days (72 hours) before a meeting is held.

AGENDA AND SUBJECTS UNDER CONSIDERATION- Only subjects listed in the meeting notice should be discussed or considered during the meeting. Factual information on other subjects that may be provided in response to inquiries made by a committee member or a member of the general public. Deliberation on those subjects is limited to placing a subject on a future agenda for which proper notice is posted. A final action (i.e. vote) taken on any item not listed in the meeting agenda is voidable. Agenda items should not contain general phrases such as "regular business" or "other business". Items should be clarified in terms of the action to be taken, rather than identified vaguely by topic.

EXAMPLE:

"Discussion of" or "review of" an item (NO ACTION TO BE TAKEN)  
"Consideration of or " possible approval of" an item (ACTION TO BE TAKEN)

## Attendance

Uniform attendance at meetings by all members of Citizens Advisory Committees is required. Any member who misses three consecutive regular meetings or misses one-third of all regular meetings in a 12-month time period, except for health reasons as determined by the Chairperson, shall be ineligible to continue serving and his or her vacancy shall be filed by the City Council. Attendance shall be recorded in the meeting minutes and the committee shall report to the City Council whenever the need for a new appointment occurs.

## Communications

The Planning Committee will have a dedicated time on the monthly agenda of the City Council to make a verbal summary of its activities and major accomplishments. Other Committees are encouraged to share their committee progress with the city council on a quarterly basis. A committee may request an item to be placed on the city council agenda provided it is requested one week before the council meeting.

Committee members should keep in mind that they are advisory bodies to the city council. They may make recommendations on policy issues to be decided by the council, but they are not policy-making bodies. When communicating with other organizations and entities, they should be very cautious about making statements that might be interpreted as setting policy for the Village of Bear Creek. A committee member should not represent him or herself as speaking for the entire committee unless he or she has a resolution adopted by the majority of the committee.

### Annual Reports

Before December 1 of each year, the Chairperson of each committee shall file with the city clerk an annual report, which shall include, but not be limited to, the following information:

Identify committee members, officers and attendance record of all members.

Summary of major activities and accomplishments

A work plan/schedule for undertaking and completing tasks or projects already in progress.

A list of specific projects or studies, which the commission proposes to undertake during the next calendar year and any, identified funding required to support the project.