



Life Connected.

## Boards & Commissions

[Membership Appointment Policy \(Approved March 2020\)](#)

### **Benediction**

The City Council is excited about citizens serving as members of a board or commission in the City of Celina. As an interested citizen and/or community leader, you can provide an invaluable service to the City through your membership and participation. Board and commission members volunteer for many hours annually to help the city grow, by sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the City's governmental affairs and influence public policy in various areas. Celina has several boards, commissions, and committees that endeavor to reflect the varied interests of our citizenry, including such subjects as parks, planning, libraries, transportation, zoning, public art, downtown, and historic preservation.

### **Structural Overview**

Some of the City's boards and commissions are "quasi-official", such as the Board of Adjustment and Planning & Zoning Commission, being required and established by state statute. Others result from provisions of the City Charter or from local ordinances, and are only advisory in nature, as no authority exists to establish policy independent of City Council. However, all boards and commissions add value by helping influence some aspect of City government and by making recommendations on a wide range of topics that eventually come before the City Council.

Boards and commissions are established to work with and through the City staff to develop policies, procedures, and long range planning of projects that will affect that area of interest. The City has a variety of advisory boards and committees, some of which are standing boards and committees (that remain in existence year round) and some of which are *ad-hoc* boards and committees (which are created on an as-needed basis and which expire once the assigned work has been completed).

The Planning & Zoning Commission and Parks Board serve 3 year terms, and other boards and commissions serve 2 year terms. There are no term limits, as the City Council retains the authority to remove members as it deems appropriate.

### **Member Expectations**

Members of the City's boards and commissions are governed by local and state guidelines and regulations that affect all boards and commissions, including but not limited to the state's laws governing Open Meetings, Open Records, Nepotism, and Conflicts of Interest. Moreover, members of City boards and commissions are expected to conduct themselves, both on and off of the dais, so as to give no occasions for distrust or raise questions of integrity or professionalism.

Members of the City's boards and commissions are also called to be advocates of the City's adopted Strategic Plan and all other applicable long-range planning policies and documents. Since members serve at the "will and pleasure" of the City Council, a demonstrable commitment to the long-range goals of the City is expected.

## **Eligibility**

The following minimum qualifications apply to all prospective applicants seeking appointment to a board or commission:

- *Residency.* Applicants shall be a resident of the City prior to appointment to a board or commission, except where provided by State law, or where a vested interest in the well-being of the community otherwise qualifies the applicant, such as property or business owners, operators, managers, and partners pursuing appointment to the Main Street Board; or as provided by the City Charter for the Parks Board.
- *Service Limitations.* Board and commission members cannot serve concurrently on more than one board or commission. Exemptions include temporary and special purpose ad-hoc committees, allowances by State law, and City Council liaisons.
- *Attendance.* Board and commission members should attend a minimum of 75% of the regularly scheduled meetings each calendar year. Absence from 3 straight regular meetings results in the automatic resignation of the member. Members of boards and commissions that meet irregularly or infrequently shall have their attendance reviewed at time of reappointment. Good faith attendance is expected in all circumstances.
- *Relevancy.* Applicants should show some degree of qualification or special interest for participation on the board or commission for which they have applied, although this is not a requirement.
- *Ex-Officio.* The City Manager, or designee, shall be considered a permanent ex-officio member of all boards and commissions, but does not possess voting privileges unless otherwise authorized by State or local law, and may attend all executive session meetings.
- *Nepotism.* Applicants to sovereign boards or commissions may not be related, within the first two degrees, to an existing board member of the same board or commission.
- *Opposition.* Applicants should not be in arrears to the City for bills or taxes either at time of application or during term of service. Applicants should not be adverse parties to (nor employees of nor business associates of an adverse party with) pending litigation or a claim against the City or a City employee.
- *Removal.* The City Council may discretionarily remove any board or commission member at any time, with or without cause, including for, but not limited to, failure to adhere to attendance regulations, residency, or improper conduct unbecoming an appointed official of the City.

## **Appointment Process**

Application forms for all boards, commissions, committees, and task forces can be accessed through the City's website or by contacting the City Secretary's office. Applications are considered current for twelve (12) months after their original submittal, after which the application will not be considered eligible for appointment. After twelve (12) months the applicant will need to submit a new application to be considered for future appointment to a board or commission.

For those citizens who are considering appointment to a board or commission, it is recommended that they contact the City Secretary to receive information on the approximate time commitment required, as well as the meeting times and places. The City may establish an interview process or other vetting procedures for applicants.

**Onboarding**

Members of boards and commissions are expected to attend all formal and informal orientation offerings by the City and its support staff. Some boards and commissions receive specialized training and perform oaths of office. A commitment to participate in a citizen's government or leadership academy is strongly encouraged within two (2) years of appointment. Graduating participants of any such academy may be given higher consideration at time of appointment. Existing incumbent members are exempt from said requirements.

**Meeting Management**

Boards and Commissions may establish by-laws, whether formal or informal, and are expected to abide by all applicable state and local regulations. By-laws, whether existing or new, shall not supersede this policy.

Boards and commissions shall only meet on an as-needed basis when legitimate business is needed to be discussed or acted upon, or when State or local law requires. When a lack of business occurs, the meeting of a board or commission shall not be scheduled. Meetings are not required to be "cancelled".

City support staff serve as advisors and liaisons to boards and commissions and can provide research and administrative services; however, support staff shall not be tasked nor assigned work by board and commission members, as no authority exists to assign work to city staff. City support staff is responsible for the coordination, set-up, and compliant posting of all meetings, agendas, and minutes.

**Salutation**

The City Council thanks you for your interest in serving Celina and encourages you to continue to be involved with the community whether appointed at this time or not. Boards and commissions examine many of the vital issues that face our City, so you are encouraged to engage and become a part of the solution. You have an opportunity to help maintain and improve the quality of life that we desire in Celina.