

# *College Station, Texas*

## *Boards, Committees, and Commissions Handbook*



*Citizen Boards, Committees and Commissions make a difference.*



Dear Citizen:

I would like to thank you on behalf of the Citizens of College Station for your willingness to serve the city as an appointed member of a Board, Committee, or Commission. Your commitment of time and talent is a very important contribution to our community.

The work done by citizens who serve on Boards, Committees, or Commissions is a vital part of our city government. Board, Committee, or Commission members assist the City Council in setting public policy, implementing public policy, and in communicating that policy to the community as a whole.

In recognition of the important civic commitment members of Boards, Committees, or Commissions make, we have prepared this orientation handbook for those who are interested in possible service and to assist appointed members in performing their duties.

It is our hope that your service to the City of College Station will be both rewarding and fulfilling. Again, thank you for your willingness to serve.

Karl Mooney  
Mayor



## Board Member Election on Disclosure

An appointed Board, Commission, or Committee Member (“Board Member”) may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member’s home address, home telephone number, cellular numbers, emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary’s Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term, a Board Member wishes to close or open public access to the information, the individual must submit a written request to the City Secretary’s Office. Only the City Secretary’s Office is allowed to disclose the information listed above.

Please complete the information below and return  
to the City Secretary’s Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell numbers

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

\_\_\_\_\_  
Board Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member’s Printed Name

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# CHAPTER I

## DEFINITIONS

**A. *Boards, Commissions, and Committees Defined.*** The City of College Station City Council depends on the input from residents and others serving on Boards, Commissions, and Committees. College Station may have several kinds of Boards, Commissions, and Committees, including:

Advisory Boards, Commissions, and Committees  
Decision-Making Boards and Commissions  
External Boards

**B. *Advisory Boards, Commissions and Committees Defined.*** These Boards, Commissions, and Committees advise the City Council, City Manager, and City staff. They play a key role in keeping the City government close to the people it serves by providing ideas, feedback, and suggestions and may serve as a sounding board for proposed policy. These Boards, Commissions, and Committees are advisory bodies under the Texas Open Meetings Act, and it is the City's policy to require these advisory bodies to comply in all respects with the Act. These Boards, Commissions and Committees currently (or may) include:

Architectural Advisory Committee  
Audit Committee  
B/CS Library System Advisory Board  
Bicycle, Pedestrian, and Greenways Advisory Board  
Historic Preservation Committee  
Impact Fee Advisory Committee  
Joint Relief Funding Review Committee  
Parks and Recreation Advisory Board



## ***B-1. Architectural Advisory Committee (2-year terms)***

### Authority

- Per Resolution No. 11-09-17-2b.

### Summary

- The Architectural Advisory Committee provides review and recommendations to the Council on architectural projects' scope and schematic design. The committee makes project recommendations based on architectural theme, community compatibility, aesthetics, and exterior materials, as well as site utilization.

### Membership & Terms

- The Architectural Advisory Committee consists of five members including no more than three council members and two citizens who preferably have one or more of the following qualifications:
  - a) Licensed Architect
  - b) Licensed Landscape Architect
  - c) Professional Engineer
  - d) Urban Planner
  - e) Commercial contractor / Construction Project Manager
  - f) Commercial interior design professional
  - g) Commercial real estate developer
- The members of the committee are appointed for one or two-year terms. (Referenced in 11/07/2017 Minutes) Members must be residents and qualified voters of the city.

## ***B-2. Audit Committee (Citizen Members 2-year terms)***

### Authority

- Per City Ordinance 2019-4083, adopted March 28, 2019, as amended.

### Summary

- To ensure independence of the audit function, the Audit Committee assists the Council in fulfilling its governance and oversight responsibility. Its duties include: reviewing the City Internal Auditor's audit plan annually; performing regular evaluations of the City audit function and making recommendations to the Council; providing suggestions and comments for the annual audit plan; monitoring follow-up reported findings to ensure corrective action is taken by management; making recommendations to the Council for the selection of the firm conducting the annual financial statement audits; and other duties and responsibilities as may be assigned by the Council.

### Membership & Terms

- The Audit Committee consists of the Mayor who serves as chair, two city council members appointed to serve until the expiration of their term, and two citizens each with a background in accounting, finance or auditing, who are appointed to serve two years. Members must be residents and qualified voters of the city.

### ***B-3. B/CS Library System Advisory Board (2-year terms)***

#### Authority

- Per Minutes: 19971023, October 23, 1997; and an ILA with the City of Bryan, currently Contract No. 20300641, executed 07/23/20.

#### Summary

- The B/CS Library System Advisory Board encourages the development of the Bryan/College Station Library System. The board recommends to the city councils' policies and programs for the advancement of the Bryan/College Station Library System, cooperating with all other public and private groups in advancing the best interest of the Bryan/College Station Library System. The board renders to councils all its recommendations under consideration regarding the Bryan/College Station Library System.

#### Membership & Terms

- The B/CS Library System Advisory Board consists of eight members, four who are appointed by the College Station City Council and who must be residents of the city and qualified voters. Each member is appointed for a term of two years.

### ***B-4. Bicycle, Pedestrian, and Greenways Advisory Board (3-year terms)***

#### Authority

- Per City Ordinance No. 2010-3265, adopted August 12, 2010, as amended.

#### Summary

- The Bicycle, Pedestrian, and Greenways Advisory Board advises the Council, the Planning and Zoning Commission, and other appointed boards and commissions on all matters concerning bicycling, walking, and greenways within the City of College Station. The board provides recommendations on adopted plans, policies, and standards as and has a role in setting priorities, programs, and advocacy.

#### Membership & Terms

- The Bicycle, Pedestrian, and Greenways Advisory Board consists of seven members comprised as follows:
  - (a) One member who represents one of the following fields or professions:
    - Real Estate
    - Banking, finance, or economics
    - Law
  - (b) One member who represents one of the following fields or professions:
    - Recreation
    - Health
    - Kinesiology
  - (c) One member who has specialized knowledge and experience regarding one of the following:
    - Running
    - Walking
  - (d) One member who has specialized knowledge and experience regarding:
    - Bicycling

(e) One member shall represent one of the following fields or professions:

- Transportation Planning
- Engineering
- Architecture
- Landscape architecture
- Urban planning

(f) One member who represents one of the following fields or professions:

- Environmental / Ecological Sciences
- Stormwater / Floodplain Management
- Natural Resources

(g) The Chairman of the Council Transportation Commission or his designee.

- In the event any of the memberships assigned to a particular field of expertise or specialized knowledge identified in the above cannot be timely filled (in the judgment of the Council) with a qualified candidate, the Council can appoint citizens-at-large who have demonstrated interest in bicycling, walking and greenways.
- Each member is appointed for a three-year term. A chair is appointed by the Council annually. Members must be residents and qualified voters of the city.

### ***B-5. Historic Preservation Committee (3-year terms)***

Authority

- Per City Ordinance No. 1646, adopted August 12, 1993, as amended.

Summary

The Historic Preservation Committee aids in the collection and preservation of the history of the City of College Station and its environs and provides for education of citizens on the history of this City. The committee also carries out other duties and responsibilities as may be assigned by the Council.

Membership & Terms

- The Historic Preservation Committee consists of nine members, and where practical may include representation from the Brazos County Historical Society, Texas A&M University and the College Station City Council. The term of office is three years. The City Council appoints a chairperson during the annual appointment process.

### ***B-6. Impact Fee Advisory Committee (3-year terms)***

Authority

- Per City Ordinances No. 2016-3840, adopted November 10, 2016, and No. 2016-3814, adopted September 22, 2016, as amended; Texas Local Government Code, Ch. 395.

Summary

- The Impact Fee Advisory Committee's purpose is to advise and assist City Council with the implementation and maintenance of the impact fees for the water system, the wastewater system, and roadways. The Impact Fee Advisory Committee is established to:
  - ✓ Assist the City in adopting land use assumptions.
  - ✓ Review the Capital Improvements Plan and any proposed amendments, and file written comments.
  - ✓ Monitor and evaluate implementation of the Capital Improvements Plan.

- ✓ Review semi-annual reports, with respect to the Capital Improvements Plan and report to the Mayor and Council any perceived inequities in implementing the plan or imposing the impact fees; and
- ✓ Advise the Mayor and Council of the need to update or revise land use assumptions, Capital Improvements Plan and impact fees.

Membership & Terms

- The Impact Fee Advisory Committee is comprised of the Planning and Zoning Commission members if the commission includes at least one representative of the real estate, development, or building industry. If no such representative is a member of the commission, one such representative must be appointed as an ad hoc voting member of the commission when acting as an advisory committee. If the impact fee is applied to the ETJ, the membership must include a representative from that area. One (1) or more ad hoc members may be appointed as needed or desired to review impact fee land use assumptions and capital improvements plans and to perform such other duties in accordance with Chapter 395 of the Texas Local Government Code. Members serve a 3-year term as stated in the UDO.

***B-7. Joint Relief Funding Review Committee (3-year terms – term limited)***

Authority

- Per City Council Resolution No. 5-26-88-12.

Summary

- The City of College Station and the City of Bryan annually receive Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development. The two cities established the Joint Relief Funding Review Committee to review all funding requests from charitable or any other assistance type agencies, public or private, to the two cities. The committee makes recommendations to the city councils of the two cities.

Membership & Terms

- The JRFRC is made up of three Council-appointed volunteers from each city. Each member serves for a three-year term with a two-term maximum.

***B-8. Parks and Recreation Advisory Board (3-year terms)***

Authority

- Per City Ordinance No. 1137, adopted Nov. 9, 1978, as amended.

Summary

- The Parks and Recreation Board exists to advise the Council on all matters concerning the establishment, maintenance, and operations of all parks within the City of College Station. This board also gives advice regarding the establishment and operation of recreation programs conducted by the city for its citizens. The board carries out all other duties and responsibilities as may be assigned by the Council.

Membership & Terms

- The Parks and Recreation Board is composed of nine members. The term of office for the board is three years.

**C. Decision-Making Boards and Commissions Defined.** These Boards and Commissions are legislative and/or ‘quasi-judicial’ bodies that are empowered by State law to make decisions affecting City policy relating to the public health, safety, or welfare. These Boards and Commissions are “governing bodies” under the Texas Open Meetings Act and are thus required to comply in all respects with the Act. These Boards and Commissions include:

Construction Board of Adjustments and Appeals  
Design Review Board  
Planning and Zoning Commission  
Zoning Board of Adjustments

***C-1. Construction Board of Adjustments and Appeals (3-year terms)***

Authority

- The Construction Board of Adjustments and Appeals was established by City Ordinance No. 1919, adopted October 10, 1991, as amended.
- Authority for the Building and Standards Commission is set out in Texas Local Government Code 54.033, and established by City Ordinance No. 3220, adopted December 10, 2009, as amended.

Summary

- The Construction Board of Adjustments and Appeals also sits as the Building and Standards Commission. The duties and responsibilities of the Construction Board are to hear appeals of decisions and interpretations of the Building Official, and to consider variances to the terms of the technical codes. The Building and Standards Commission hears and determines cases concerning violations of the building codes.

Membership & Terms

- The Construction Board of Adjustments and Appeals/Building and Standards Commission consists of five regular members and up to four alternate members, each serving two-year terms. The members must have knowledge and experience in the technical codes, such as design professionals, contractors or building industry representatives. Members must be residents and qualified voters of the city.

***C-2. Design Review Board (3-year terms)***

Authority

- Per City Ordinance No. 2016-3835, adopted November 10, 2016, as amended.

Summary

- The Design Review Board hears and takes action on design district site plans and concept plans for Planned Development Districts (PDD) and Planned Mix-Use Districts (P-MUD), as well as other duties as outlined in the ordinance.

Membership & Terms

- The Design Review Board consists of seven regular members and two alternate members. Six of the regular members and the two alternates are appointed by the Council. The seventh regular member is the Planning and Zoning Commission chair or his or her designee.
- The Council must appoint a representative with expertise from each of the following:
  - (a) Architecture

- (b) Landscape Architecture
- (c) Business
- (d) Design district connection (e.g., developer, landowner, business owner, resident, or employee within a design district).
- (e) 2 citizens-at-large
- Members serve three-year terms. Members must be residents and qualified voters of the city.

### ***C-3. Planning and Zoning Commission (3-year terms – term limited)***

#### Authority

- Per Texas Local Government Code 211.007, and City Ordinance No. 682, adopted March 23, 1989, as amended.

#### Summary

- The Planning and Zoning Commission serves as a review body to recommend changes in development codes and the zoning ordinance to the Council. The commission prepares, adopts, and modifies a comprehensive plan for the City for subsequent approval and adoption by the Council.
- The commission prepares subdivision regulations and zoning ordinances, and amendments thereto for recommendation to the Council. The commission also makes studies and recommendations with regard to proposed annexations. The commission has final authority over all plats submitted to the City. In addition, the commission performs other duties as assigned by statute and the Council.

#### Membership & Terms

- The Planning and Zoning Commission consists of seven members appointed by the Council. Members must be residents and qualified voters of the City. Terms of office are limited to two consecutive three-year terms or six consecutive years.

### ***C-4. Zoning Board of Adjustments (2-year terms)***

#### Authority

- Per Texas Local Government Code 211.008 and City Ordinance No. 850, adopted March 13, 1972, as amended.

#### Summary

- The Zoning Board of Adjustment hears and decides appeals for interpretations, special exceptions, and variances to the terms of the zoning ordinance as well as use permits, and other duties as outlined in the ordinances and statutes from which it is created.

#### Membership & Terms

- The Zoning Board of Adjustments consists of five members who must be residents and qualified voters of the city. The Council may appoint up to four alternate members. Members and alternates serve two-year terms.

***D. External Boards with Council-Appointed Representatives. (Citizen Members)***

These Boards are external to the City but require the College Station City Council to appoint some or all of the members. The Council may be allowed or required to appoint College Station council members, city staff, and/or citizens to serve. Positions to which citizens are appointed are advertisable. External boards include:

Aggieland Humane Society Board of Directors  
Arts Council of the Brazos Valley Board of Directors  
Brazos Central Appraisal District  
Brazos Valley Economic Development Corporation Board of Directors  
Brazos Valley Groundwater Conservation District  
Brazos Valley Solid Waste Management Agency Board of Directors  
Regional Mobility Authority Board of Directors  
Spring Creek Local Government Corporation

***D-1. Aggieland Humane Society Board of Directors (2-year terms)***

The Board of Directors consists of fifteen (15) voting members, two of whom are appointed by the College Station City Council and who may be a citizen, employee, officer, or elected official of the City of College Station. These appointments are automatically removed from the board with the position suspended and left vacant if the City does not contract with the Aggieland Humane Society, Inc. for animal housing services. Members may serve no more than three consecutive two-year terms. *Traditionally, the Council has appointed one PD Officer who supervises the City's animal control function and is in close communication with shelter operations on a regular basis.*

***D-2. Arts Council of the Brazos Valley Board of Directors (3-year terms)***

The Board of Directors consists of no less than twelve, nor more than seventeen, members three of whom are appointed by the College Station City Council. Member may serve no more than two consecutive three-year terms. *Traditionally, Council has appointed one council member, and the Arts Council recommends two citizens for the Council to consider.*

***D-3. Brazos Central Appraisal District Board of Directors (BCAD) (2-year terms)***

The BCAD Board of Directors consists of seven members with one member appointed by Brazos County, two members by BISD, two members by CSISD, one member by the City of Bryan, and one member by the City of College Station. Members serve two-year terms beginning on January 1<sup>st</sup> of even-numbered years. *Traditionally, the Council has appointed the same individual, who has been brought forward by the Mayor since 2017.*

***D-4. Brazos Valley Economic Development Corporation Board of Directors (3-year terms)***

The number of board members is amended periodically depending on the bylaws and membership changes; however, College Station appoints three members of the board to represent the city. No more than two of the three can be an elected member of City Council. Those appointed can serve no more than one unexpired term plus two consecutive three-year terms, except that elected members may be appointed for additional and partial terms until the expiration of their term of

office. *Traditionally, the Council has selected a local business leader to represent the City of College Station on this regional board, along with one council member and the Mayor (who serves on both the Board and the Executive Committee.)*

***D-5. Brazos Valley Groundwater Conservation District (BVGCD) (4-year terms)***

The BVGCD board of directors consists of eight directors with four directors appointed by Robertson County, two directors appointed by Brazos County, one director appointed by the City of Bryan, and one director appointed by the City of College Station. The directors serve staggered 4-year terms

***D-6. Brazos Valley Solid Waste Management Agency Board of Directors (3-year terms)***

The Board of Directors consists of seven members, three of whom are appointed by the College Station City Council. At least one of three members must be a council member. *Traditionally, the Mayor serves on the board with one council member. The two then recommend a citizen to the Council for appointment to the third position.*

***D-7. Regional Mobility Authority Board of Directors (4-year terms)***

The Board of the Authority is composed of five directors. The Brazos County Commissioners Court appoints four directors with Texas A&M University, the City of Bryan and the City of College Station each recommending one director to the Commissioners Court. Representatives may not be elected officials, non-residents, TxDOT employees, government employees (city, county, TAMU), or a property owner whose land may be acquired. The directors serve four-year terms.

***D-8. Spring Creek Local Government Corporation (2-year terms)***

The Board of Directors consists of five persons appointed by the Council. Each director must be a resident and qualified voter of the city. The Mayor serves as a director and as president of the board. The remaining directors may be members of the Council, City officers or employees, or residents of the city whom the Council determines have a special knowledge or expertise that would be beneficial to the corporation, such as a banker or realtor. If a director ceases to be an elected official, officer or employee of the City, or a resident of the City, he or she shall be disqualified from serving as a director. Otherwise, each director serves a two-year term of office. No director may serve longer than six years consecutively.

## CHAPTER II

### BOARD, COMMISSION, AND COMMITTEE APPOINTMENT PROCESS

**Application Process.** Citizens interested in serving on a Board, Commission, or Committee can obtain an application through a link from the City of College Station's website, [https://cstx.gov/departments\\_city\\_hall/committees](https://cstx.gov/departments_city_hall/committees). You will submit the completed application through the website. Applications are valid for one (1) year, after which a new application must be submitted

**Appointment Process.** The City of College Station City Council makes appointments to the City of College Station Boards, Commissions, or Committees, as well as certain external boards. The City Council considers applications to these boards during the regular City Council meetings at the beginning of each calendar year, unless there are vacancies that arise.

**Notice of Appointment.** After the City Council appoints a person to serve as a member of a Board, Commission, and Committee, the City Secretary will notify the appointee by email or other formal correspondence of the appointment. Generally, the City Council will appoint members to no more than two (2) or three (3) consecutive terms of service on a single board. Some exceptions may occur if the board has a longer term limit.

**Eligibility and Qualifications.** The College Station City Council seeks qualified persons to serve on Boards, Commissions, and Committees. Qualified applicants must be residents of College Station for one (1) year and must be registered voters of the City, unless otherwise provided by ordinance, state law, or external board requirements.

Certain Boards, Commissions, and Committees have additional eligibility requirements.

**Nepotism.** Article XII General Provisions, Section 118, of the City of College Station Charter provides that no person related within the second degree of affinity, or within the third degree of consanguinity, to members of the City Council or the City Manager shall be appointed or employed to any office, position, or service in the City.

**Oath of Office.** Upon appointment, an oath of office is administered to all newly and/or reappointed members of Boards, Commissions, and Committees. The oath of office can be administered by the City Secretary or designee.

**Open Meetings Act Training.** Upon appointment, each new board member is required to complete the Open Meetings Act Training as required by the State of Texas Attorney General within ninety (90) days of their appointment and to provide a certificate of completion to the City Secretary or liaison for the City's records.

# CHAPTER III

## MEETINGS

**Role of the Chair.** The function of the Chair is to provide leadership for the Board, Commission, or Committee. The Chair is selected by the City Council. There are certain duties and responsibilities that must be performed.

The Chair can ensure the smooth operation of the Board, Commission, or Committee. The Chair must be strong enough to 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 handle meetings will have a significant impact on operation and effectiveness.

The Chair must make certain that discussions do not get sidetracked on minor issues and must have the ability to remain focused on the agenda.

**Role of the Vice-Chair.** *(if required)* The Vice-Chair is selected by other board members in a method agreeable to all board members. There are certain duties and responsibilities that must be performed in the absence of the Chair.

**The Agenda.** The agenda is prepared by the department head or staff person assigned to the Board, Commission, or Committee. Boards, Commissions, and Committees subject to the Texas Open Meetings Act are required by state law to post the agenda publicly, at least 72 hours prior to the meeting. It is a City of College Station practice that all Boards, Commissions, and Committees follow these procedures.

**Parliamentary Procedures.** All meetings of City Boards, Commissions, and Committees shall be conducted under Robert's Rules of Order, as adopted by the City Council.

**Public Hearings.** These hearings are open forums that allow the public an opportunity to express their opinions on a specific issue.

Members of the Board, Commission, or Committee may ask questions at any time of the witness, if recognized by the Chair.

A time limit for individual speakers may be set by the Board, Commission, or Committee for purposes of order and equity before the Public Hearing begins.

**Signing the Minutes for the Meeting.** The minutes of Boards, Commissions, and Committees MUST be signed by the Chair and the Secretary once the minutes are approved by a majority vote of the members of the Board, Commission, or Committee. These minutes are a permanent record.

**Meeting Attendance.** Members of City Boards, Commissions, and Committees may have no more than three unexcused absences from meetings within a twelve-month period. An absence is excused for purposes such as vacation, illness, family emergency, jury duty, and business out of town. Failure to inform the chair of the reason for the excused absence prior to the scheduled meeting, and any other absence not excused, are considered unexcused. The staff liaison assigned to each Board, Commission or Committee shall be responsible for maintaining a record of attendance and reporting such information every six months to the City Secretary. If a member has three unexcused absences from three meetings in a twelve-month period, the City Secretary shall notify the member in writing requesting an explanation for the absences. The explanation shall be presented to the City Council for its consideration. The City Council may, after due consideration, take action up to and including removing the member from the City Board, Commission or

Committee. The City Council's response should be based on consideration for the member's prior service, reasons for absences, likelihood of future attendance, and the necessity for the City Board, Commission, or Committee to carry out its responsibilities, and other similar criteria.

**Working with City Staff.** Each Board, Commission, or Committee member is encouraged to work closely with city staff and with the appropriate department liaison assigned to that Board, Commission, or Committee. City staff is assigned to provide general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services.

**Reporting to the City Council.** The Council is dependent on each Board, Commission, or Committee to make recommendations concerning City projects. It is through the Boards, Commissions, and Committees that the City Council can receive community input. All Boards, Commissions, and Committees are encouraged to communicate the position of the body 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 alternative recommendations to assist in their decision-making process.

## CHAPTER IV

### RESPONSIBILITIES OF THE MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

**General.** It is an honor to be selected as a City Board, Committee, or Commission member, and it provides an unusual 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:

1. Members should understand the role and scope of their responsibilities and should be informed of the individual Board, Committee, or Commission's purpose and of its operating procedures.
2. Members should be careful to represent the majority views of their individual Board, Commission, or Committee, or Commission. Individual "opinions" to the public and press should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. 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.
5. Members are encouraged to review their agenda packets, contact city staff with questions, and be thorough in their recommendations; if possible, members may, unless otherwise prohibited, personally view situations 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 preparedness will strengthen the value of the group's recommendations.
6. Members are encouraged to establish a good working relationship within the group; respect individual viewpoints; allow other members time to present their views fully before making comments; be open and honest; welcome new members.
7. Council appointments to Boards, Committees, or Commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

**Open Meetings Act.** Texas law requires that every meeting of the City Council be open to the public. In College Station, all Boards, Committees, or Commissions follow the procedures for open meetings as well.

- a. A Posted Notice is required of a meeting. Written notice of the date, hour, place, subject, and online meeting information, if needed, of each meeting must be posted on the city website and a public bulletin board, located at a place convenient to the public for at least 72 hours preceding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the Board, Committee, or Commission.

- b. The City Council encourages the Boards, Committees, or Commissions meetings to be online for viewing via the internet (streaming), to provide citizens with access to discussions and actions, although online access is not mandatory. If a member of a Committee, Board, or Commission requests to participate remotely:
  - The meeting must be posted for online attendance (see the City Secretary's Office)
  - Staff must ensure they can comply with Texas Government Code Sec. 551.127 (guidelines provided)
  - The remote member must receive approval from the Chairperson one day prior to the start of the meeting.
  - At the beginning of the meeting the Chairperson must make a statement accepting the remote members attendance.
  - Meeting minutes should reflect that the member is attending remotely.
- c. Minutes are required to be prepared of each open meeting. Minutes must state the subject of each deliberation and indicate each vote, order, decision, or other action taken.
- d. Closed Meetings. The Texas Open Meetings Act does allow for closed or executive meetings on a few limited subjects. Generally, Boards, Commissions, or Committees will not have occasion or legal basis to meet in closed or executive session. Closed meetings are allowed to discuss certain matters, including pending litigation, certain personnel matters, and the lease or acquisition of land. However, before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting, and the presiding officer must publicly announce that a closed meeting will be held and identify the sections of the Open Meeting 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. Further, the Board, Commission, or Committee is 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 in the City Secretary's office. In lieu of maintaining a certified agenda, a tape recording of the closed meeting may be made.

**Texas Public Information Act.** Texas law also requires that virtually all information held by a governmental body must fall under the rules of the Texas Public Information Act. If a request for information is received by a Board, Commission or Committee, the City Secretary should be notified for the proper procedure.

**Conflict of Interest.** Some Board, Commission or Committee members may be subject to Chapter 171 of the Texas Local Government Code which prohibits a local public official with a substantial interest in a business entity or in real property from participating in a matter before the City involving the business entity or real property if it is reasonably foreseeable that an action on the matter before the City will have a special economic effect on the business entity or on the value of the real property that is distinguishable from its effect on the public. Board, Commission and Committee members are encouraged to consult with the City Attorney concerning any potential conflicts.

# CHAPTER V

## LEGAL LIABILITY

**Personal Liability.** Board, Commission or Committee members cannot be held personally liable for erroneous acts while honestly exercising the functions of their offices in good faith. The only time a member can be held personally liable is when they act outside the scope of their office and in bad faith. When members of City Boards, Commissions or Committees are acting in good faith and within the bounds allowed by the City, state and federal law, the City will provide a defense for such members to the greatest extent permissible. However, if a Board, Commission or Committee member acts illegally, unlawfully, or willfully, or acts intentionally malicious, negligent or in violation of the policies of the City Council while serving in his/her official capacity, the City may decide not to provide that member a defense.

**Board Liability.** A City, its officers, and members of Boards, Commissions, or Committees as a governmental entity, must treat all individuals or groups in the same manner unless there is a compelling governmental interest to treat someone or some group differently. Therefore, the City Attorney should be consulted concerning whether or not an individual or group can be treated differently. If an officer or Board, Commission, or Committee member illegally discriminates against an individual or group, that individual or group can seek damages from the City and from the individual officer for a violation of rights under the state and federal civil rights statutes.

The above discussion is by no means intended to be a comprehensive and complete discussion of legal liabilities to which the City or Board, Commission, or Committee member may be subjected.

Board, Commission, or Committee members are strongly encouraged to consult with the City Attorney anytime they feel their actions while serving on such Board, Commission, or Committee may have some legal consequences. The law in this area is quite complex and requires a thorough analysis of the law and facts pertaining to each particular situation.



# APPENDIX A

## CITY OF COLLEGE STATION COUNCIL RELATIONS POLICY AND CODE OF ETHICS

### **Council Relations Policy and Code of Ethics**

The College Station City Council is the governing body for the City of College Station; therefore, it must bear the initial responsibility for the integrity of governance. The council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address mayor and council relations, council and staff relations, council and media relations, social media relations, and videoconferencing. By adopting these guidelines for elected officials, we acknowledge our responsibility to each other, to our professional staff, and to the public. The city council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

1. The council recognizes as high priorities the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The council will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the city council; and strive for strong, working relationships between College Station and Brazos County, Bryan, and College Station Independent School District elected officials, as well as TAMU officials, and Blinn College students, faculty staff and administrators.
3. In its governance role, the council will continue to be dedicated to friendly and courteous relationships with staff, other council members, and the public, and will seek to improve the quality and image of public service.
4. The council will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.
5. And finally, each council member will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

### **Statement of Mission**

In order to ensure proper discharge of duties for the improvement of democratic local government, College Station City Council members should display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of College Station and to each other in their relationships.

## **CORE VALUES**

- The health, safety, and general well-being of the community.
- Excellence in customer service.
- Fiscal responsibility.
- Citizen involvement and participation.
- Collaboration and cooperation.
- Regionalism as an active member of the Brazos Valley community and beyond.
- Activities that promote local autonomy.
- Plan and collaborate with Texas A&M University.

## **Section I: Mayor-City Council Relations**

### **A. Mayor's Responsibilities**

1. The mayor shall be the presiding officer at all meetings. The mayor pro-tem shall preside in the absence of the mayor.
2. The mayor shall have a voice in all matters before the council and may vote on all agenda items requiring council action.
3. The mayor is responsible for keeping the meetings orderly by recognizing each council member for discussion, encouraging debate among members, and limiting discussion to the agenda item under consideration.
4. The mayor is the spokesperson for the council on all matters unless absent, at which time the mayor pro tempore or the appropriate designee will assume the role.
5. The mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject. The mayor may limit each council member to a reasonable time limit to speak to ensure efficient use of time.
6. Should a conflict arise among council members, the mayor will serve as a mediator.
7. The mayor or appropriate designee is responsible for ensuring an orientation of all new council members is conducted after an election. The orientation should include council procedures, staff and media relations, current agenda items municipal leadership training programs, and legal issues governing the behavior of local officials including the Texas Open Meetings Act, Public Information Act, and conflicts of interest.

### **B. Council Responsibilities**

1. Any council member may request the presiding official to place an item on a future agenda for discussion, with a majority of the council. Should staff time be required to address this item, the mayor will canvass all council members to determine the support for commitment of staff time and resources. The same action should be taken by the mayor when council concerns require staff time and budget.

2. Each new council member is required to attend the new council orientation after an election. Each council member is encouraged to attend at least one Texas Municipal League sponsored conference each year in order to stay informed on issues facing municipalities.
3. It is the responsibility of council members to be informed about previous action taken by the council in their absence by speaking with the city secretary, the city manager or watching the meeting video. In the case of absence from a workshop session where information is given, the individual council member is responsible for obtaining this information prior to the council meeting when said item is to be voted upon.
4. When addressing an agenda item, the council member shall first be recognized by the mayor, confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other council member or staff member in his/her argument or vote.
5. In the absence of a ruling by the mayor on any procedural matter, a council member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the council members present and voting shall be necessary to approve the motion.
6. Any council member may appeal to the council as a whole from a ruling by the mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the mayor may explain his/her position, but no other member may speak on the motion. The mayor will then put the ruling to a vote of the council.
7. Any council member may ask the mayor to enforce the rules established by the council. Should the mayor fail to do so, a majority vote of the council members present shall require him/her to do so.
8. When a council member is appointed to serve as liaison to a Board, Commission or Committee, the council member is responsible for keeping all council members informed of significant activities of that Board, Commission or Committee.
9. In the event members of City Boards, Commissions, and Committees may have no more than three unexcused absences from meetings within a twelve-month period. An absence is excused for purposes such as vacation, illness, family emergency, jury duty, and business out of town. Failure to inform the chair of the reason for the excused absence prior to the scheduled meeting, and any other absence not excused, are considered unexcused. The staff liaison assigned to each Board, Commission or Committee shall be responsible for maintaining a record of attendance and reporting such information every six months to the City Secretary. If a member has three unexcused absences from three meetings in a twelve-month period, the City Secretary shall notify the member in writing requesting an explanation for the absences. The explanation shall be presented to the City Council for its consideration. The City Council may, after due consideration, take action up to and including removing the member from the City Board, Commission or Committee. The City Council's response should be based on consideration for the member's prior service, reasons for absences, likelihood of future attendance, and the necessity for the City Board, Commission, or Committee to carry out its responsibilities, and other similar criteria.

10. Removal of Board, Commission, or Committee Members. Notwithstanding any other provisions in this section or in the Code of Ordinances, with the exception of subsection E. Attendance above, all members of City Boards, Commissions, or Committees may be removed at any time by the City Council with or without cause, unless state law requires otherwise.

### **C. Council Personal Interest**

1. No city council member should have a financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the city, or be financially interested, directly or indirectly, in the sale to, or purchase from, the city of any land, materials, supplies or services except on behalf of the city; provided, however, the provisions in the City Charter shall only be applicable when the stock owned by the council member exceeds one percent (1%) of the total capital stock of the corporation. Any violation with the knowledge expresses or implied of the person or corporation contracting with the city must render the contract voidable by the council or city manager.

### **D. Code of Conduct for Mayor and Council Members**

1. During the council meetings, council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the mayor or the rules of the council. Council members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the council. Council members shall refrain from rude and derogatory remarks and shall not belittle staff members, other council members, or members of the public.
2. Council members should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the council.
3. Members of the council will not condone any unethical or illegal activity. All members of the council agree to uphold the intent of this policy and to govern their actions accordingly.

### **E. Council Campaign Contribution**

1. In compliance with the City Charter, council members are required to both disclose any campaign contribution in excess of \$500.00 by filing an affidavit with the city secretary and abstaining from participating in and voting on any matter before the city council if the matter before the council would materially benefit the campaign contributor or any business entity in which the campaign contributor has a substantial interest.

## **Section II: Council and Staff Relations**

No single relationship is as important as that of the council and their city manager in effectively governing the City of College Station. It is for this reason that the council and the city manager must understand their respective roles in that process. The city manager is the primary link between the council and the city staff. The council's relationship with the staff shall be through the city manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the city manager for staff consideration prior to the council meeting. This allows staff time to address the council member's concern and provide all council members with the additional information.
2. The city manager shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the council on the issues which require council action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no Council action is required, present the staff recommendation, or present the specific options for council consideration.
3. The city manager is directly responsible for providing information to all the council concerning any inquiries by a specific council member. If the city manager or his/her staff's time is being dominated or misdirected by a council member, it is his/her responsibility to inform the mayor of the concern (any action necessary is covered under Section I A:7).
4. The city manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The city manager is also responsible for seeing that his/her staff also receives the education and information necessary to address the issues facing municipal government.
5. Any conflicts arising between the city staff and the council will be addressed by the mayor and the city manager.
6. All staff members shall show each other, each council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
7. The city manager, after an election, will make sure that staff has prepared information needed for the orientation of new council members and inform them of any Texas Municipal League conferences and seminars available. The city manager will also be responsible for meeting personally with new members and informing them about city facilities and procedures.

### **Section III: Council and Media Relations**

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their municipality, it is imperative the media play an important role in the governmental process. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with all media reporters. The council and the city manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy places designated for them or the general public.
2. All reporters will have access to an agenda in advance and will be furnished support material needed for clarification if requested.

3. In order to preserve the decorum and professionalism of council meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the council chambers while council is in session.
4. Since the government body conducts business differently, it is requested that all reporters new to city council meetings meet with the city manager, mayor, or the public communications representative prior to covering their first meeting to be informed of policies and procedures to help ensure a professional working relationship between the media reporter and the city.
5. On administrative matters, the city manager is the spokesperson, unless he/she has appointed a media relations person to present staff information on the agenda.
6. The mayor, or his/her designee, is the primary spokesperson for the city on matters regarding policy decisions or any council information pertaining to issues on the agenda. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated, and options discussed before a vote was taken, and helps build confidence in the democratic process.
7. The College Station City Council is made up of six council members and a mayor, each elected by the citizens of College Station. In respect to each council member and his/her constituents, his/her views as presented on an issue before the council should provide equitable representation from all seven members. Even though council members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each member's position during his/her term of office and not only during an election campaign.

We all have the responsibility to protect the integrity of our governing process and therefore, have read and agreed to the above guidelines.

#### **Section IV. Council Social Media Relations**

The city understands that social networking and internet services have become a common form of communication in the workplace and among stakeholders and citizens. Also, the city recognizes the right to use and maintain personal web sites or to engage in social networking. However, the line between public and private activity has been blurred by these social networking tools, which is the primary reason these guidelines were developed. Information from your personal Facebook page, blog entries and tweets – even if they are intended as personal messages between family and friends – can easily reach beyond your intended audience and represent you and the city to the outside world. For those council members who choose to participate in social networks, here are some additional guidelines for personal social networking sites:

- City policies, rules, regulations, and code of conduct apply to individuals who engage in social networking activities while conducting city business. Use of your city e-mail address and communicating in your official capacity will constitute conducting city business. Protect your privacy, the privacy of citizens, and the information the city holds. Follow all privacy protection laws, i.e., HIPAA, and protect sensitive and confidential city information. Follow all copyright laws, open records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply. All city social networking activities are subject to State of Texas open records laws. All city information that is considered non-public in nature must be protected. Respect and maintain the

entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.

- Frame any comments or responses in a respectful and positive manner. Do not argue with commenters. Be clear, but not defensive. Avoid personal attacks and do not criticize other city employees or departments. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the city's workplace. Before posting, consider how your comment or behavior would be received if it appeared in the mass media. In other words, behave as if you are in any other public setting.
- Recognize that everything you post or receive on a social media site is public. Anyone with access to the web can get access to your activity on social media sites. You are responsible for the content you post. If it gives you pause, pause before you publish. Remember that your personal and professional lives overlap in your online activity. Make it clear that you are speaking for yourself and not on behalf of the city. If you publish content on any Web site outside of the city and it has something to do with the work you do or subjects associated with the city, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the city's positions or opinions." When in doubt about any online activity, contact the public communications department.

#### **Section V. Videoconferencing (A full copy of the City's Videoconference Policy is attached.)**

1. A council member is permitted to attend a council meeting by videoconference in those instances in which a council member would otherwise be required to request an excused absence, such as travel or illness. The council understands the importance of ensuring council members and members of the public attending the meeting in person have adequate access to a council member's comments when he or she attends the meeting virtually. The purpose of this policy is to establish policies and procedures to help ensure council members participating remotely in a council meeting by means of a videoconference call, do so within the guidelines of TEXAS GOVERNMENT CODE, §551.127. TEXAS GOVERNMENT CODE, §551.127 permits the city council to meet in executive session by videoconference call provided that the closed session meets the statutory requirements. A council member remoting into executive session must be in a closed room and must be alone to protect the confidentiality of the executive session and in some cases to preserve the attorney client privilege.
2. The notice of a meeting to be held by videoconference call must specify the location and the intent to have a quorum present at the location. The location shall have two-way audio and video communication with each member who is participating by videoconference call during the entire meeting. Each participant in the videoconference call, while speaking, shall be clearly visible and audible to each other participant, and during the open portion of the meeting, to the members of the public in attendance at the location and any other location of the meeting that is open to the public.

No more than three (3) council members may videoconference at any one time. Requests to videoconference will be taken on a first come/first-served basis.

3. A meeting of the Council may be held by videoconference call only if:
  - a. the meeting takes place in the College Station City Hall, which has been determined to be the only physical space that currently meets the requirements of TEXAS GOVERNMENT CODE, §551.127;
  - b. the member of the governmental body presiding over the meeting is present at that physical space; and

- c. any member of the public present at that physical space is provided the opportunity to participate in the meeting by means of videoconference call in the same manner as a person who is physically present at a meeting of the governmental body that is not conducted by videoconference call.
4. A meeting held by videoconference call can only be held if a quorum of the council is physically present at one location. If a problem occurs that causes a remote participant to no longer be visible and audible to the public at the location, the meeting must be recessed until the problem is resolved. If the problem cannot be resolved in thirty (30) minutes the council member remoting into the meeting will be determined to have left the meeting, and the meeting will continue at the location.

## **Section VI. College Station City Council Code of Ethics**

The office of elected officials is one of trust and service to the citizens of College Station. This position creates a special responsibility for the College Station city council member. In response to this, the College Station city council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain ethical principles shall govern the conduct of every council member, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of College Station;
2. Recognize that the chief function of local government at all times is to serve the best interests of all of the people;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the council. Do not seek nor accept gifts or special favors; believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the city council, and
6. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of College Station. It is recognized that certain exceptions are made by the State for executive sessions; however, any action as a result of that type of meeting will be handled later in open session.

# APPENDIX B

## DEFINITIONS

“Affinity”	means a relation by marriage.
“Business entity”	means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law.
“Board” or “Body”	means any board, commission, agency or committee of the City created by the passage of a City Ordinance, Resolution, or minute order with decision or advisory making authority designated as a board, commission, agency or committee by the City Council, as well as external boards.
“City”	means the City of College Station.
“City Council”	means the City Council of the City of College Station.
“Closed meeting”	means a meeting closed to the public that complies with specific state statutes.
“Consanguinity”	means a relation or connection by blood.
“Degree”	relating to consanguinity and affinity. See Appendix C.
“Deliberation”	means a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body or any public business.
“Employee”	means a person who is employed by the City.
“Governmental body”	means a City board, committee, or commission that has rule-making, quasi-judicial, or advisory power and is subject to the Texas Open Meetings Act.
“Governing body”	means the College Station City.
“Judicial”	the power to judge, to administer justice and interpret laws and ordinances.
“Meeting”	means a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action. The term does not include the gathering of a quorum of a governmental body at a social function unrelated to the public business.
“Member”	means a member of a board.
“Person”	means any individual, firm, trust, corporation, partnership or any other legal entity.

“Quorum”

means the prescribed number of members of anybody that must be present to legally transact business.

“Substantial Interest in a business entity or real property”

means an individual, firm, trust, corporation, partnership or any other legal entity:

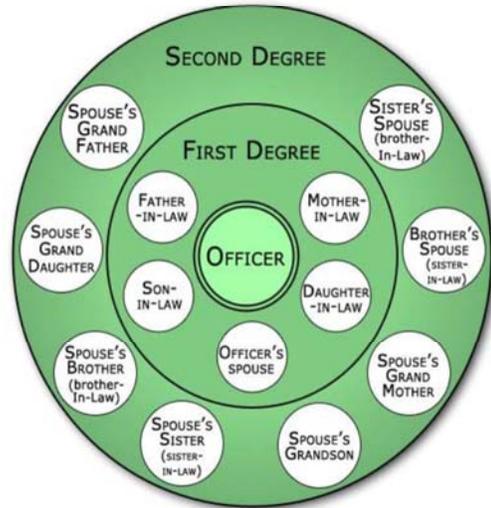
- 1) with respect to a business entity, the interest is ownership of ten percent (10%) or more of the voting stock or shares of the business entity or ownership of either ten percent (10%) or more or Fifteen Thousand Dollars (\$15,000) or more of the fair market value of the business entity.
- 2) with respect to a business entity, funds received by the person from the business entity exceed ten percent (10%) of the officer or member's gross income for the previous year.
- 3) with respect to real property, equitable or legal ownership with a fair market value of Two Thousand Five Hundred Dollars (\$2,00) or more or as established from time to time in Section 171.002, Texas Local Government Code.

# APPENDIX C

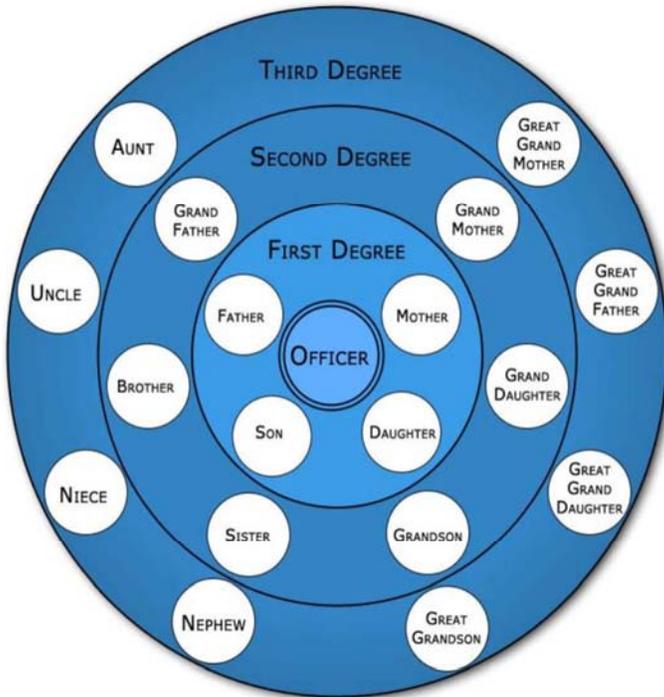
## NEPOTISM CHART

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



**AFFINITY KINSHIP**  
Relationship by Marriage



**CONSANGUINITY KINSHIP**  
Relationship by Blood

## APPENDIX D

### ROBERT'S RULES OF ORDER RELATING TO MOTIONS

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Adjourn	No	Yes	No	No	Yes	Yes	Yes
Adopt/Accept a Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Adopt Constitutions, By-laws, and Rules of Order	Yes	Yes	Yes	1	Yes	Yes	Yes
Adopt Standing Rules	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Amend	2	Yes	Yes	Yes	Yes	Yes	Yes
Amend an Amendment	2	Yes	No	Yes	Yes	Yes	Yes
Amend Constitution, By-laws, and Rules or Order	Yes	Yes	Yes	1	3	Yes	Yes
Amend Standing Rules	Yes	Yes	Yes	Yes	4	Yes	Yes
Appeal (excluding Indecorum)	Yes	Yes	No	Yes	Yes	Yes	No
Debate, to Close, Limit or Extend	No	Yes	Yes	Yes	No	Yes	Yes
Division of Assembly	No	Yes	No	No	Yes	No	No
Division of Question	No	Yes	Yes	No	Yes	5	5
Fix the Time to Adjourn	6	Yes	Yes	Yes	Yes	Yes	Yes
Informal Consideration of Question	Yes	Yes	No	1	Yes	Yes	Yes
Lay on the Table	No	Yes	Yes	No	Yes	Yes	Yes
Main Motion or Question	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nomination, to Make	Yes	Yes	No	No	Yes	No	Yes
Nominations, to Close	No	Yes	Yes	No	No	Yes	Yes
Nomination, to Re-open	No	Yes	Yes	1	Yes	Yes	Yes
Objection to Consideration of a Question	No	Yes	No	1	7	No	No

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Order, Question of	No	Yes	No	No	Yes	No	No
Order, to Make a Special	Yes	Yes	Yes	Yes	No	Yes	Yes
Orders of the Day, to Call for	No	Yes	No	No	Yes	No	No
Parliamentary Inquire	No	Yes	No	No	Yes	No	No
Postpone Definitely (to Certain Time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postpone Indefinitely	Yes	No	No	8	Yes	Yes	Yes
Previous Question	No	Yes	No	9	No	Yes	Yes
Privilege, to Raise Question of	No	Yes	No	No	Yes	No	No
Recess, to Take a	6	Yes	Yes	No	Yes	Yes	Yes
Reconsider	2	10	No	No	Yes	Yes	Yes
Substitute (same as Amend)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Suspend the Rules	No	Yes	No	No	No	Yes	Yes
Take from the Table	No	Yes	No	No	Yes	Yes	Yes
Withdraw	No	Yes	No	1	Yes	No	Yes

## FOOTNOTES TO TABLE OF ROBERT'S RULES OF ORDER

1. An affirmative vote on this motion cannot be reconsidered.
2. Undebatable when the motion to be amended, reconsidered, or rescinded is undebatable.
3. Constitutions, By-Laws, and Rules of Order before adoption are in every respect main motions and may be amended by majority vote. After adoption they require prior notice and 2/3 vote for amendment.
4. Standing Rules may be amended at any time by a majority vote if previous notice has been given, or by a 2/3 vote without notice.
5. If resolutions or propositions relate to different subjects that are independent of each other, they must be divided on the request of a single member, which may be made when another has the floor. If they relate to the same subject and yet each part can stand alone, they may be divided only on a regular motion and vote.
6. Undebatable if made when another question is before the assembly.
7. The objection can be made only when the question is first introduced, before debate. A 2/3 vote must be opposed to the consideration in order to sustain the objection.
8. Negative vote on this motion cannot be reconsidered.
9. Cannot be reconsidered after a vote has been taken under it.
10. Opens to debate main question when latter is debatable.

## APPENDIX E

### APPLICATIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES

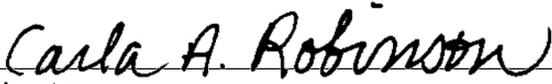
Applications are completed and submitted online, if you have any question you can contact the City Secretary electronically at [tdsmith@cstx.gov](mailto:tdsmith@cstx.gov) or at 979-764-3541.

Application for filing:

[https://cstx.gov/departments\\_\\_city\\_hall/committees](https://cstx.gov/departments__city_hall/committees)



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
City Attorney



\_\_\_\_\_  
City Secretary