

**CITY OF LIBERTY HILL**  
**ORDINANCE NO. #2023-O-003**

*Uniform Guidelines for Boards, Committees and Commissions*

**AN ORDINANCE AMENDING ARTICLE 1.07 BOARDS, COMMITTEES, AND COMMISSIONS, DIVISION 1. GENERALLY, DIVISION 2 – P&Z, DIVISION 3 – PARKS AND REC, AND DIVISION 4 – BUILDING STANDARDS COMMISSION, OF THE LIBERTY HILL CODE OF ORDINANCES; REGARDING CREATION, APPOINTMENTS, TERMS, VACANCIES, AND OTHER REGULATIONS; TO PROVIDE FOR ADDITIONAL PROVISIONS AND REGULATIONS, AND PROVIDING FOR FINDINGS OF FACT; AMENDMENT; REPEAL; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS,** the City Council of the City of Liberty Hill, Texas shall create, establish, and abolish as may be required by law, or deemed desirable by the City Council, such boards, commissions, or committees to carry out the functions and obligations of the City; and

**WHEREAS,** the City Council of the City of Liberty Hill, Texas shall prescribe the purpose, composition, functions, duties, accountability, and tenure of each board, commission, or committee as prescribed by law or its ordinances; and

**WHEREAS,** the City Council of the City of Liberty Hill, Texas finds that it is in the best interest to implement uniform regulations for all boards, commissions, or committees of the City; and

**WHEREAS,** the City Council of the City of Liberty Hill, Texas finds that it is necessary and proper for the good government, peace, and order of the City to amend Article 1.07, Division 1. of the Code of Ordinances Generally, Division 2 – Planning and Zoning Commission, Division 3 – Parks and Recreation Board, and Division 4 – Building Standards Commission, of the Liberty Hill Code of Ordinances.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Liberty Hill, Texas:

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. AMENDMENT**

Article 1.07, Division 1. of the City of Liberty Hill Code of Ordinances generally, Division 2 – Planning and Zoning Commission, Division 3 – Parks and Recreation Board, and Division 4 – Building Standards Commission, of the Liberty Hill Code Of Ordinances is hereby amended to read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Such provisions are hereby in addition to Section 1.07, Division 1 of the Code of Ordinances, titled "Generally," as reflected in the attached Attachment A.

### 3. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

### 4. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances.

### 5. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication of caption.

### 6. PROPER NOTICE AND MEETING

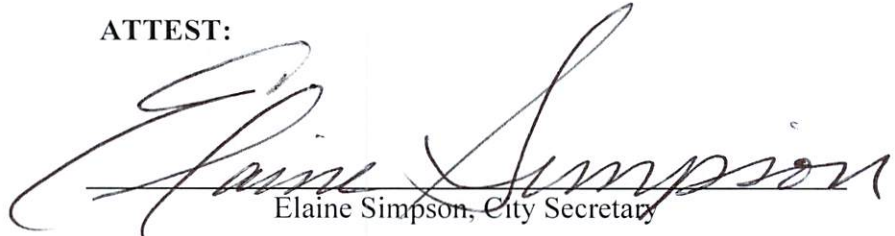
It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, and Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this 8<sup>th</sup> of February by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Liberty Hill, Texas.

CITY OF LIBERTY HILL

  
Elizabeth Branigan, Mayor

ATTEST:

  
Elaine Simpson, City Secretary



# **ATTACHMENT A**

## **ARTICLE 1.07 BOARDS, COMMITTEES, COMMISSIONS DIVISION 1. GENERALLY DIVISION 2 – PLANNING AND ZONING COMMISSION, DIVISION 3 – PARKS AND RECREATION BOARD, AND DIVISION 4 – BUILDING STANDARDS COMMISSION, OF THE LIBERTY HILL CODE OF ORDINANCES**

### **DIVISION 1. GENERALLY**

#### **Sec. 1.07.005 Member Qualifications**

1. All Members of Boards, Committees, Commissions, Task Forces, and/or Blue Ribbon Panels, will be appointed by the City Council. Council may consider recommendations from the Board, Committee, or Commission related to the application(s) received.
2. Members shall be eighteen (18) years of age, or older.
3. The boards and commissions shall be comprised of citizens who are qualified voters and reside within the corporate limits of the city. Council may also consider applicants who reside outside of the city limits, for example within the corporate boundaries of the Liberty Hill Independent School District (LHISD), the 78642 Zip Code, the area covered by the City's utility systems, or in the City's Extraterritorial Jurisdiction Territory (ETJ). The City Council may waive these requirements and consider other criteria in filling a position.
4. Members shall have no outstanding debts to the City nor any pending litigation, and no history of being terminated from a City board or committee for cause. No member may serve on more than one (1) standing board or commission but may serve on 'Ad hoc' and 'Special Committees' (of temporary nature) in addition to a standing committee, with prior approval of City Council.
5. No city employee may serve as a member of a board or commission except as a staff liaison in a non-voting support role.
6. No member of City Council may serve as a permanent member of a standing committee.
7. Members of boards and committees serve as volunteers, without pay.

#### **Sec. 1.07.006 Application Forms**

- 1) Applicants will submit an application form prescribed by the city, completed in a timely manner, to be considered for appointment.
- 2) Applications are available online on the city website or from the Office of the City Secretary.
- 3) Applications shall be accompanied by an updated resume and/or letter of interest from the applicant.
- 4) Some Boards may require special training, experience, or license(s). The applicant will be responsible to provide proof of required qualifications for the application to be considered complete.
- 5) By completing the City's required application form, applicants agree to the following:
  - a) They are not a party to litigation nor have any outstanding claim(s) against the City of Liberty Hill.

- b) They are not in arrears of City taxes, City utilities, or other City assessments, meaning ninety (90) days or more delinquent.
- c) Members must maintain their residency qualifications, if any, while serving on a board or commission.
- d) No member of any appointed Board or Commission shall serve on more than one permanent board or commission.
- e) No member may be appointed to any Boards, Committees or Commissions if related to a member of City Council or senior city staff to a degree prohibited in the City's Ethics Ordinance. (Ord. 18-O-108)
- f) Members appointed serve without compensation.
- g) All members of City Board, Committees, or Commissions must complete training on the Texas Open Meetings Act laws, as well as training from City Secretary Office staff related to Ethics (Ordinance #18-O-108), conflicts of interest, parliamentary procedure, and Council's rule of decorum.
- h) Members of Boards and Commissions agree to utilize email accounts assigned to them on the City's domain for Committee business and provide information as may be requested under Public Information Act.
- i) For Commissions, Committees and Boards which deal with confidential information a Non-Disclosure Agreement (NDA) may be required.
- j) For Commissions, Committees and Boards which deal with confidential information, appointment may be contingent upon a background check.

**Sec. 1.07.006 Terms of Office and Vacancies**

- 1) Terms on City boards and commissions are two (2) years.
- 2) The terms of office shall be staggered within each board and commission.
- 3) No member of a board or commission may serve more than three (3) terms or six (6) consecutive years on any one board or commission, without prior approval of City Council.
- 4) Terms will begin June 1<sup>st</sup> and end on May 30<sup>th</sup>.
- 5) All vacancies, as possible, will be filled by the Council during the first Council meeting in the month of May. Applications will be accepted, annually from February 1<sup>st</sup> through April 30<sup>th</sup>.
- 6) Appointments may also be done when a vacancy occurs due to resignation or council removal of a member.
- 7) Vacancies are created when a member moves out of the applicable territory, misses more than 50% of the meetings or more than three months of consecutive meetings without excuse, removal by City Council, or resignation before their term is up.

**Sec. 1.07.007 Quorum and Meetings**

A majority of the appointed members shall constitute a quorum for the transaction of business. Board and commissions have the power to promulgate their own rules governing the meetings and proceedings, subject to the provisions of this ordinance, but the boards and commissions shall have at least one regular meeting at least every 90 days. Special meetings shall be called by the chairman or upon written request of three members of the commission. All meetings of the commission shall be conducted in compliance with the Texas Open Meetings Act.

**Sec. 1.07.008 Training**

All Boards, committees, and commissions shall receive training as coordinated by city staff regarding the Texas Open Meetings Act, Texas Public Information Act, the City's Code of Ethics, social media guidelines, and parliamentary procedure. Training shall be conducted within 90-days from appointment.

**Sec. 1.07.009 Bylaws**

Each Board, commission and committee may have Bylaws which will specify their own policies and procedures, officers of the body, meeting dates, and any policies/procedures unique to the body. Some Commissions and Boards will have State laws /Statutory regulations which apply. The Bylaws shall not contradict this ordinance or state law.

**Sec. 1.07.010 Removal**

A member may be removed by the City Council at any time for any reason.

**DIVISION 2. PLANNING AND ZONING COMMISSION**

All Sections repealed except for Sec. 1.07.032 Creation

**DIVISION 3. PARKS AND RECREATION BOARD**

All Sections repealed except for Sec. 1.07.091 Creation

**DIVISION 4. BUILDING STANDARD COMMISSION**

All Sections repealed except for Sec. 1.07.161 Creation