

CITY OF ARLINGTON, TEXAS

Boards and Commissions Policy Statement

I.

Purpose and Scope

- A. The following Policy Statement has been adopted by the Arlington City Council in an effort to provide increased opportunities for citizen involvement on various boards and commissions, so that the City of Arlington may benefit from the ideas and enthusiasm of new participants. Likewise, this Policy Statement will provide uniform procedures for use by the City in the board and commission appointment process. The City Council reserves the right to make all appointments to boards and commissions. Board and commission members are not granted special privileges because of their appointment.
- B. The following boards and commissions come within the scope of this Policy Statement:

Animal Services Center Advisory Board
Arlington Convention and Visitors Bureau Board of Directors
Arlington Housing Finance Corporation
Building Code Board of Appeals
Emergency Physicians' Advisory Board
Housing Authority
Landmark Preservation Commission
Library Board
Park and Recreation Board
Planning and Zoning Commission
Unity Council
Zoning Board of Adjustment

II.

Eligibility

- A. All Arlington residents who are eligible to vote in the City, except youth representatives, who hold no publicly elected office, and who are not in arrears in the payment of any taxes or other liability due to the City, are eligible for appointment or reappointment to a board or commission. A resident is eligible to vote if he or she is at least eighteen (18) years of age, a United States citizen, not mentally incapacitated and has not been finally convicted of a felony, in accordance with Texas Election Code § 13.001, as amended. A youth representative is required to be a junior or senior in high school and in good standing at the respective high school with no outstanding liability to the City to be eligible for appointment or reappointment to a board or commission. A "liability due to the City" shall include but not be limited to a utility payment that is 90 days overdue and a payment plan is not in place; a municipal court citation for which a warrant or capias has been issued; or any other liability where the person has been provided notice that payment is due to the City and such payment has not been made within the prescribed timeframe.

- B. Exceptions to the residency requirement may apply to specified positions on certain boards or commissions including but not limited to the following:
1. Animal Services Center Advisory Board. Qualified candidates who are nonresidents may be appointed to the licensed veterinarian position on the Animal Services Center Advisory Board.
 2. Emergency Physicians' Advisory Board. Qualified candidates who are nonresidents but primarily practice medicine in the City of Arlington may be appointed to the Emergency Physicians' Advisory Board.
 3. Membership specifications of certain boards or commissions may provide that members may be nonresidents.
- C. All eligible candidates applying for the first time must complete an application form and submit it to the Office of Mayor and Council prior to any advertised deadline.
- D. For those boards and commissions where specific places are allotted to representatives from specific entities, only one employee from each entity may serve on the board or commission.
- E. City employees shall not be eligible to serve on a City board or commission unless the ordinance or resolution creating the board or commission specifically authorizes such service.
- F. Persons who are family members of the Mayor or a Council member shall not be eligible to be appointed to a City board or commission.
- G. Persons who are candidates for any elected public office shall not be eligible to be appointed to a City board or commission.

III. Term of Office

- A. Members shall be appointed for two (2) year terms with the following exceptions:
1. Youth representatives shall be appointed for a term of one (1) year.
 2. Arlington Housing Finance Corporation Board of Directors shall be appointed for six (6) year terms as designated in the Corporation's Bylaws.
- B. Places will be assigned to members, and appointment times will be staggered so approximately one-half (1/2) of the membership on any particular board or commission at any given time will have experience.

- C. The terms of office shall expire when a term is completed or when a successor has been appointed. In the event a vacancy occurs prior to the expiration of a term, the City Council may appoint a new member to complete the unexpired term. Any member of a board or commission who is eligible for reappointment may be reappointed by the City Council upon completion of his or her current term.
- D. Unless otherwise specified, a member of a board or commission who ceases to reside in the City of Arlington shall immediately forfeit his or her appointment.
- E. No person shall be appointed to or serve on more than one (1) permanent board or commission of the City at any one time with the following exceptions:
 - 1. membership specifications of certain boards or commissions may provide that members may serve on other City boards or commissions;
 - 2. one person may serve as a member of both the Housing Authority and the Arlington Housing Finance Corporation; and
 - 3. members of the Building Code Board of Appeals and Emergency Physicians' Advisory Board may serve on other City boards or commissions if service on multiple boards or commissions would not be prohibited due to incompatibility or other legal authority.
- F. Terms of members shall start July 1st and end June 30th, unless otherwise specified by State Law, the City's Code of Ordinances, an ordinance or resolution of the City Council, or the bylaws of the board or commission. Terms of members of the Arlington Convention and Visitors Bureau Board of Directors shall start October 1st and end September 30th as provided by the Board's bylaws.

IV. Appointment Process

- A. Diversity.
 - 1. The City's objective is to ensure that membership on its boards and commissions is open and available to all segments of society, including people of all races, ethnicities, genders, abilities, ages, and other socio-economic classifications. The City seeks a mix of members on boards and commissions with varying backgrounds who will respect and learn from each other while enriching the quality of life for all of Arlington's citizens and making each of the boards and commissions stronger than the sum of its parts. Our City and our Nation's future depend upon leaders who have had wide exposure to the ideas and mores of others as diverse as this Nation of many peoples. The City Council finds that such diversity will contribute to the robust exchange of ideas and make Arlington a better place to live for all of its citizens.

2. Each applicant will be individually considered based upon their promise of making a notable contribution to the board or commission by way of a particular strength, attainment, or characteristic—e.g., an unusual intellectual achievement, employment experience, nonacademic performance, or personal background.
- B. For the boards and commissions where City ordinance or resolution specifies that the Mayor and each Council member shall make individual nominations, the following procedures shall apply:
1. Appointments in Odd Numbered Years. The Mayor and Council members representing Districts 3, 4, 5, and 8 shall make nominations to appoint board and commission members serving terms that commence in odd numbered years, or as otherwise provided by City ordinance, resolution or other legal authority.
 2. Appointments in Even Numbered Years. Council members representing Districts 1, 2, 6, and 7 shall make nominations to appoint board and commission members serving terms that commence in even numbered years, or as otherwise provided by City ordinance, resolution or other legal authority.
 3. If a board or commission member is unable to complete their term for any reason, the member of the City Council responsible for nominating the board or commission member for that place may nominate a successor to complete the remainder of the unexpired term.
 4. All nominations are subject to confirmation by majority vote of the City Council.
- C. Arlington Convention and Visitors Bureau Board of Directors. In those situations where a City Council member assumes the nomination for an expired term on the Arlington Convention and Visitors Bureau Board of Directors when such term does not correspond to the City Council member's term, the City Council member shall nominate, and the City Council shall appoint a person to serve a one-year term. Thereafter, the City Council member shall make a nomination and the City Council shall appoint a person to serve a two-year term that corresponds to the nominating City Council member's term of office. The abbreviated term shall not be counted as a full two (2) year term for purposes of term limits.
- D. Attachment A sets forth the nomination procedure for individual boards and commissions.
- E. Chairs. Unless otherwise provided by State law, the City Charter, the Code of Ordinances of the City of Arlington, an ordinance or resolution of the City Council, or the bylaws of the board or commission, the chair of a board or commission shall be nominated by the Mayor and appointed by majority vote of the City Council to hold the position for one (1) year. The Housing Authority chair shall be elected by the Commissioners as set forth in the Authority's Bylaws. The Arlington Housing Finance Corporation president shall be elected by the Board of Directors as set forth in the Corporation's Bylaws.

V.
New Members

- A. Upon completion of the appointment process, new members should become familiar with all aspects of their particular board or commission. To aid in this process, new members shall be furnished copies of the telephone numbers of other members and staff, as well as information or regulations that govern that board or commission.
- B. Anti-Bribery Statement and Oath of Office. Members of boards or commissions that exercise responsibilities beyond those that are advisory in nature, are conferred with a sovereign function of government to be exercised for the benefit of the public, and are largely independent of the control of the City Council or City staff are considered public officers required by the Texas Constitution Article XVI § 1 to subscribe to an anti-bribery statement and take the oath of office before entering upon the duties of office. The staff liaison assigned to the board or commission is responsible for securing the necessary Anti-Bribery Statement and Oath.
1. Anti-Bribery Statement. The board or commission member shall sign and subscribe to the Anti-Bribery Statement BEFORE taking the oath of office.
 2. Oath of Office. AFTER completing the Anti-Bribery Statement and before entering upon the duties of office, the board or commission member shall take the oath of office. The members must sign the oath. Those persons who are authorized to administer the oath of office are the City Secretary or any notary public.
- C. Open Government Training. New board and commission members are required to complete two (2) hours of open government training consisting of one (1) hour of training relative to the Open Meetings Act and one (1) hour of training relative to the Public Information Act. The training should be completed within ninety (90) days of taking the oath of office or assuming the responsibilities of office. Training videos are available online at the Texas Attorney General's website: www.texasattorneygeneral.gov. Training completion certificates may be printed from the Attorney General's website.
- D. Copies of the Anti-Bribery Statement, Oath of Office, and Open Government Training Certificates for each board or commission member shall be provided to the Office of Mayor and Council for public inspection. Staff liaisons may also keep copies of these documents with the records of the board or commission.

VI.
Limited Terms

- A. Members of all boards and commissions are subject to limited terms with the following exceptions:
1. Building Code Board of Appeals;
 2. Emergency Physicians' Advisory Board;

3. Animal Services Center Advisory Board: the licensed veterinarian, the City official, and the person whose duties include the daily operation of an animal shelter; and
 4. Arlington Convention and Visitors Bureau: representatives from the five (5) major entertainment attractions, lodging industry representatives, the Arlington Business Council representatives, the restaurant/retail industry representative, and the five (5) ex-officio members (the Chamber of Commerce representative, the Downtown Arlington Management Corporation representative, City Manager or his/her Designee, the Director of Convention and Event Services, and the Bureau President and CEO).
- B. Persons, except youth representatives, are eligible to serve up to two (2) consecutive, full two (2) year terms on one or more boards or commissions. Except as provided below, no person should be appointed to serve on one or more designated boards or commissions for more than two (2) consecutive two (2) year terms.
1. Service on One Board or Commission. If a person is appointed to a designated board or commission to complete an unexpired term, the period of the unexpired term shall not be counted as a full two (2) year term.
 2. Service on More than One Board or Commission.
 - a. In those situations where a person currently serving in the middle of a term on a board or commission is nominated by a Council member to serve on a second board or commission, the unexpired term on the first board or commission shall not count as a full two-year term when determining term limits.
 - b. A person may not serve more than five (5) consecutive combined years of service on multiple boards or commissions that are subject to a maximum of two (2) consecutive two (2) year terms for members.
 - c. A person may not serve more than seven (7) consecutive combined years of service on multiple boards or commissions that are subject to a maximum of three (3) consecutive two (2) year terms for members.
 - d. A person may serve on more than one (1) permanent board or commission at the same time as provided by Section III(E).
 3. Arlington Housing Finance Corporation. The Board of Directors for the Arlington Housing Finance Corporation shall be appointed for six (6) year terms as designated in the Corporation's Bylaws.
 4. Planning and Zoning Commission. A person is eligible to serve up to three (3) consecutive two (2) year terms on the Planning and Zoning Commission.

5. Zoning Board of Adjustment. A person is eligible to serve up to three (3) consecutive two (2) year terms on the Zoning Board of Adjustment.
 6. Landmark Preservation Commission. A person is eligible to serve up to three (3) consecutive two (2) year terms on the Landmark Preservation Commission.
- C. After completion of the maximum consecutive terms as set out above, a person is not eligible for appointment for one (1) year to the same or any other permanent board or commission of the City. Further, except as provided above, any person appointed to a two (2) year term who leaves office at any time prior to the completion of the two (2) year term shall be considered to have served the entire two (2) years for purposes of determining the one (1) year waiting period referenced above. A youth representative is eligible to serve for a term of one (1) year and is not subject to the one (1) year waiting period.

VII. Attendance at Meetings

- A. The City Council appreciates the dedication and contribution by those who are willing to donate their time to community service. Decisions reached by many of these boards or commissions impact the entire community. Therefore, if a quorum is not present throughout a meeting, the integrity of the board or commission as a whole is diminished. It is imperative that members maintain regular attendance. The following procedure is established in order to assist in maintaining the record of attendance.
- B. The Chair should announce, for the record, the names of members who are absent. Members who cannot attend the meeting should contact the chair or appropriate staff liaison concerning their absence prior to the meeting. Members will be considered absent if they are not present for two-thirds (2/3) or more of the meeting.
- C. Three (3) consecutive absences may result in replacement. Members of the City's boards and commissions with regularly scheduled meetings are expected to attend seventy-five percent (75%) or more of the meetings held within any given six (6) month period. Members unable to achieve the attendance requirement for any reason may be replaced during their current term or at the end of their term.
- D. Members who cannot meet the attendance requirements for any reason, and who give proper notice as described above, may be replaced but may also be reappointed, subject to the eligibility requirements of this Policy Statement.
- E. Members who cannot meet the attendance requirements for any reason, and who have not given proper notice as described above, will be replaced and may not be eligible for reappointment.
- F. Members that meet on an "as needed" basis, holding three (3) or fewer meetings per year, are expected to attend sixty percent (60%) or more of those meetings held within any single

year period. Members will be required to follow the same attendance and notice procedures as members of other boards and commissions.

- G. Alternates appointed by the City Council will not be subject to the same attendance requirements.

VIII. Schedule of Meetings

The City Council strongly suggests that meeting times be scheduled in the evening after the normal workday in order to encourage an opportunity for broader membership and a wider participation by the public.

IX. Conflict of Interest

Conflicts of interest are regulated by both State law and City ordinance. State law prohibits board and commission members who exercise responsibilities beyond those that are advisory in nature from participating in a decision regarding a business entity or real property in which the member has a substantial interest, pursuant to Texas Local Government Code Chapter 171. In addition, the City's Code of Ethics as found in Article XII of the Administration Chapter of the City Code of Ordinances provides specific standards of conduct relative to conflicts of interest for City Officials who are subject to the Code of Ethics.

X. Function of Staff Liaison

- A. A City staff member is assigned to each board or commission as a staff liaison to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes and other related functions. The staff liaison is an ex-officio member of the board or commission, but is not entitled to vote or preside over meetings.
- B. The staff liaison should meet with new members prior to their first board or commission meeting date for a briefing on procedures, legal responsibilities, duties of the board and background information on items that may be considered at the next meeting. The staff liaison will schedule special meetings with the Chair's approval.

XI. Meetings

- A. Meetings of all boards and commissions shall be held and conducted in compliance with Texas Government Code Chapter 551, the Open Meetings Act.

- B. A record of all meetings must be made. Items to be included are as follows:
1. Agenda. The agenda will serve as the order of business and provide the form for posting the notice of meetings. The agenda must be posted at least 72 hours in advance of the meeting in place(s) readily accessible to the public. In the event a regularly scheduled meeting is cancelled, a notice should be posted stating the cancellation and giving the reason for such cancellation.
 2. Minutes of Meetings. The staff liaison assigned to the board or commission will be responsible for keeping an accurate record of all meetings. Copies of the minutes shall be distributed to members and other appropriate parties.
 3. Record of Attendance. Minutes of each meeting shall also accurately reflect the names of those members in attendance and absent. If a member arrives late or leaves early, the minutes shall indicate the position on the agenda by utilizing the following or similar statement: At this point _____, arrived/left, the time being _____.

XII.

Removal and Replacement of Board or Commission Members

- A. Except otherwise provided by law, members serve at the pleasure of the City Council and may be removed at the discretion of the City Council at any time, pursuant to the City of Arlington Charter Article VI § 3. The City Council reserves the right to replace any board or commission member. If a member wishes to resign, a letter of resignation is requested and should be presented to the Chair of the Board or Commission and/or to the Mayor and City Council.
- B. If a member wishes to be reconsidered for reappointment, the decision should be conveyed by means of letter, memo or the return of a form stating the intent.
- C. Zoning Board of Adjustment members may be removed for cause, as found by the City Council, on a written charge after a public hearing, as provided by Texas Local Government Code § 211.008, as amended.
- D. Housing Authority Commissioners may be removed for inefficiency, neglect of duty, or misconduct in office, as provided by Texas Local Government Code § 392.041, as amended.

ATTACHMENT "A"
CITY OF ARLINGTON BOARDS AND COMMISSIONS

Place Number	Board Place Prerequisites	Nominated By
<i>Animal Services Center Advisory Board</i>		
1	Veterinarian	1
2	Animal Welfare	2
3	At Large	3
4	At Large	4
5	At Large	5
6	City Official (not Code Compliance Services)	6
7	At Large	7
8	At Large	8
9	Operates Animal Services Center	Mayor
<i>Arlington Convention and Visitors Bureau Board of Directors</i>		
1	At Large	Council Member
2	At Large	Council Member
3	At Large	Mayor
4	City Council Member	Mayor
5	At Large	Council Member
6	At Large	Council Member
7	Lodging	Mayor
8	Six Flags / Hurricane Harbor	Mayor
9	City Council Member	Mayor
10	At Large	Council Member
11	Lodging	Mayor
12	National Medal of Honor Museum	Mayor
13	At Large	Council Member
14	Texas Rangers	Mayor
15	Dallas Cowboys	Mayor
16	Lodging	Mayor
17	Restaurant/Retail	Mayor
18	North Arlington Business Council	Mayor
19	South Arlington Business Council	Mayor
20	Chamber of Commerce (ex-officio, non-voting)	Mayor
21	Downtown Arlington Management Corp. (ex-officio, non-voting)	Mayor
22	Texas Live!	Mayor
23	City Manager or Designee (ex-officio, non-voting)	Mayor
24	Director of Convention & Event Services (ex-officio, non-voting)	Mayor
25	ACVB President and CEO (ex-officio, non-voting)	Mayor
NOTE: Two (2) Council Members serve on the board. The "At Large" positions are nominated by the remaining members of the City Council who are not serving on the Convention and Visitors Bureau Board.		
<i>Arlington Housing Finance Corporation</i>		
1	Council Member	Mayor
2	Council Member	Mayor
3	Council Member	Mayor
4	Council Member	Mayor
5	At Large	Mayor

Place Number	Board Place Prerequisites	Nominated By
<i>Building Code Board of Appeals</i>		
1	Fire Safety	1
2	Building Industry	2
3	Architect, General Contractor, or Engineer	3
4	Master Electrician or Electric Utility Representative	4
5	Building Industry	5
6	Building Industry	6
7	Master Plumber or Responsible Plumber	7
8	Mechanical Contractor	8
9	Building Industry	Mayor
10	Alternate-Building Industry	6
11	Alternate-Building Industry	7
12	Alternate-Building Industry	8
13	Alternate-Building Industry	Mayor
<i>Emergency Physicians' Advisory Board</i>		
1	Physician At Large	1
2	Physician At Large	2
3	Physician At Large	3
4	Physician At Large	4
5	Physician At Large	5
6	Arlington Memorial Hospital Representative	6
7	Physician At Large	7
8	Medical Center of Arlington Hospital Representative	8
9	City's Medical Director (ex-officio, non-voting)	Mayor
10	City's Fire Chief (ex-officio, non-voting)	Mayor
11	Physician At Large	Mayor
<i>Housing Authority</i>		
1	At Large	Mayor
2	At Large	Mayor
3	At Large	Mayor
4	Tenant Representative	Mayor
5	At Large	Mayor
<i>Landmark Preservation Commission</i>		
1	Architecture, Banking, Law, Real Estate, Urban Planning	1
2	At Large	2
3	At Large	3
4	Historic Preservation Experience	4
5	Historic Preservation Experience	5
6	At Large	6
7	Historic Preservation Experience	7
8	Architecture, Banking, Law, Real Estate, Urban Planning	8
9	At Large	Mayor
<i>Library Board</i>		
1	At Large	1
2	At Large	2
3	At Large	3
4	At Large	4
5	At Large	5
6	At Large	6
7	At Large	7
8	At Large	8
9	At Large	Mayor
10	Youth Representative	Mayor

Place Number	Board Place Prerequisites	Nominated By
Park and Recreation Board		
1	At Large	1
2	At Large	2
3	At Large	3
4	At Large	4
5	At Large	5
6	At Large	6
7	At Large	7
8	At Large	8
9	At Large	Mayor
10	Youth Representative	Mayor
Planning and Zoning Commission		
1	At Large	1
2	At Large	2
3	At Large	3
4	At Large	4
5	At Large	5
6	At Large	6
7	At Large	7
8	At Large	8
9	At Large	Mayor
Unity Council		
1	At Large	1
2	At Large	2
3	At Large	3
4	At Large	4
5	At Large	5
6	At Large	6
7	At Large	7
8	At Large	8
9	At Large	Mayor
10	Youth Representative	Mayor
Zoning Board of Adjustment		
1	At Large	1
2	At Large	2
3	At Large	3
4	At Large	4
5	At Large	5
6	At Large	6
7	At Large	7
8	At Large	8
9	At Large	Mayor
10	Alternate	6
11	Alternate	7
12	Alternate	8
13	Alternate	Mayor

October 2023