

**CITY OF LAGO VISTA, TEXAS**

**RESOLUTION 18-1748**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS TO ESTABLISH GUIDELINES FOR OPERATING POLICIES AND PROCEDURES FOR CITIZEN ADVISORY BOARDS AND COMMITTEES;**

**WHEREAS**, the City Council has cause in pursuit of their legislative duties on behalf of the citizens of Lago Vista to receive formal input from those citizens on a variety of issues, and

**WHEREAS**, the City Council has created a number of citizen advisory committees or boards in Chapter 9 of the Lago Vista Code of Ordinances, and

**WHEREAS**, it is prudent for the City Council to collaborate with these boards and committees regarding the issues and topics that they need to address and the materials they will need to address them adequately, and

**WHEREAS**, it is desirable for these boards and committees to conduct business under the guidance of policies and procedures that are largely consistent.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:**

**THAT**, the City Council of the City of Lago Vista, Texas, does hereby establish all of the above and foregoing recitals to be true and correct and adopts the operating policies for citizen advisory boards and committees as detailed in Attachment "A."

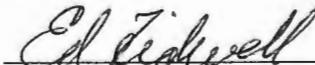
**AND, IT IS SO RESOLVED.**

**PASSED AND APPROVED** this 19<sup>th</sup> day of April, 2018.

ATTEST:

  
Sandra Barton, City Secretary



  
Ed Tidwell, Mayor

On a motion by Councilman Williams, seconded by Councilman Sullivan, the above and foregoing instrument was passed and approved.

## ATTACHMENT "A"

### CITIZEN ADVISORY BOARD AND COMMITTEE OPERATING POLICIES

#### A. Selecting, replacing, and training of committee members

- 1) The council liaison takes the lead in filling vacancies, reviewing applications with the committee chair, and interviewing candidates for the board or commission.
- 2) The council liaison is responsible for resolving any issues with a committee member in consultation with the committee chair. Council Liaison brings the agreed upon solution to council for action. Removal of a chair person is brought to council by the liaison for resolution.
- 3) The council liaison and staff liaison are responsible for securing any training requirements for new or replaced committee members. This includes appropriate legal and/or specific subject-matter content training. This may require expenditure of funds for registration and/or travel that would need to be included in the city's budget.

#### B. Selecting and replacing council liaisons

- 1) After elections each November, the city council members will discuss each committee, current liaison assignments, proposed changes, and make liaison assignments for the upcoming year
- 2) When a problem exists with a council liaison, the committee chair will approach the mayor to discuss issues with the council liaison

#### C. Selecting committee officers

Each January each committee is required to vote for their chair, vice-chair and secretary from among its members.

#### D. Planning and reporting of the annual work plan of the committee

- 1) At the beginning of the year, each committee will conduct a workshop to lay out objectives for the year that tie to the Comprehensive Master Plan and create an annual work plan.
- 2) The committee and city staff will review the committee's annual work plan twice a year.
- 3) Every January and June, the committee chair will report to the city council the progress on the committee's annual work plan. Objectives and priorities will be adjusted as required.

## **E. Preparing and publishing the agendas**

- 1) The committee chair will have the ultimate responsibility for creating the agenda for each meeting.
  - a. The committee chair is responsible for accumulating desired agenda items from the other committee members.
  - b. The council liaison is responsible for accumulating desired agenda items from other council members and the city manager and presenting those to the committee chair for possible inclusion on the upcoming agenda.
  - c. If an item is presented by the city manager, the committee chair will not unreasonably withhold the item from the agenda.
- 2) When agenda items involve acquisition or divestiture of city assets or the expenditure of city funds, the committee chair and council liaison will be jointly responsible for determining:
  - a. What supporting material should be provided in a packet to the committee prior to the meeting.
  - b. For accumulating the appropriate material with support of city staff.
  - c. Which city staff will be required to support the successful conduct of each item on the agenda and making the appropriate arrangements with city staff to attend the meeting.
- 3) Committee chair is responsible for transmitting the agenda and packet to the appropriate city staff for legal posting and for updates to the city website.
- 4) Secretary (committee or city depending on whether it is a state mandated committee) is responsible for the distribution of final agenda and packet items to committee members, council liaison.

## **F. Roles in committee meetings**

- 1) Appropriate city staff and council liaison are permitted in committee executive sessions as appropriate for the items to be discussed.
- 2) The secretary is required to take notes or audio recordings and prepare the minutes of the meeting (except for state mandated committees/boards where city designated staff will record and prepare the minutes).
- 3) A council liaison plays a limited role in the operation of a committee meeting. The following points provide a guideline for the council liaison in this context:
  - a. The council liaison has no voting rights in committee meetings.

- b. The council liaison shall not influence the committee's recommendations with his/her opinions.
- c. A council liaison does not lead a committee meeting or participate other than:
  - i. to provide factual information to help support the committee's discussions and deliberations
  - ii. to answer committee member questions
  - iii. to provide input on future agenda item discussions
  - iv. to listen attentively so as to be able to be the primary two way communication channel between the committee and council
- d. All the above apply equally to open and executive session segments of a committee meeting.
- e. A council member attends all committee meetings and should arrange a replacement council member if s(he) cannot attend.