

Every great success in Cedar Hill is possible because of volunteers.

~Mayor Rob Franke



Module 2: ROLES & RESPONSIBILITIES

Boards & Commissions Training

City of Cedar Hill ♦ Updated June 2016

CEDAR HILL VISION STATEMENT

We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.



CEDAR HILL MISSION STATEMENT

The mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.



CITY COUNCIL PREMIER STATEMENTS

- Distinctive Character
- Safe
- Clean
- Excellent, Safe & Efficient Mobility
- Strong and Diverse Economy
- Vibrant Parks and Natural Beauty
- Texas Schools of Choice

IMPORTANCE OF VOLUNTEERS

We can't:

- Quantify the value of a volunteer

We can:

- Provide you with the tools for success
- Provide support and encouragement
- Say thank you for serving your community

*Volunteers do
not necessarily have the time;
they just have the heart.*

~Elizabeth Andrew

OVERVIEW

- **Boards and Commissions:**
 - Established by City Ordinance to advise the City Council on matters concerning the City, or for performing specific duties as defined by the City Ordinance or City Council directive
 - The responsibilities and duties of each Board are defined and outlined in the ordinance establishing the respective Board

MEMBER SELECTION

- The Mayor and City Council appoint Board and Commission members on an annual basis
- Anyone interested in serving on a Board or Commission must first complete the City's application
- The Mayor and City Council may interview the applicants and utilize the information contained in the application, among other criteria, qualifications and/or information



Cedar Hill is, indeed, a Premier City and I feel blessed to be part of a community that loves and supports their own.

~ Traphene Hickman, Cedar Hill Lifetime Achievement Award Recipient January 2010

APPOINTMENTS

- Board and Commission vacancies are advertised to the community through a variety of means
- Board members may identify people in the community who they feel would be an asset and request that they apply
- Incumbent Board members must reapply upon the expiration of their term and will be considered along with all applicants for that position
- Vacancies may be filled throughout the year, but typically appointments are made after the May election

ATTENDANCE

- City ordinance requires attendance at all meetings and 3 unexcused absences within a 12 month period may deem a member no longer eligible to serve
 - Excused absences may be allowed, as long as the member notifies the Board's staff liaison of the reason for the absence prior to the next regular meeting of the Board
 - A review of each Board member's attendance will be conducted annually and the City Council may ask to meet with a member concerning the ability to continue to meet the attendance requirements
- Board members are encouraged to take an active role and participate in community events and programs

BOARD CHAIR

- Each Board will elect a Chair and other officers, unless otherwise specified
- The Chair may serve consecutive terms
- It is encouraged that a new Chair be elected periodically in order to provide leadership opportunities for all interested members
- It is the responsibility of the Chair to conduct the meetings, provide leadership, and represent the Board

EX-OFFICIO MEMBERS

- The City Council may appoint Ex-Officio members to Boards & Commissions
- These members shall have the right to take party in any discussion or open meetings, but shall not have the power to vote in meetings
- Ex-Officio members shall be required to take an Oath of Office and abide by and be subject to the City's Code of Ethics

MEETING QUORUM

- In order for a Board to meet and conduct business, a quorum must be present
- A quorum at any Board meeting is established by the presence of at least half the filled positions, unless otherwise specified
- In the event a quorum is not present, the meeting shall not be conducted



Cedar Hill is a small town at heart where people join hands and work together to make a difference in the community.

~ Jimmie Ruth White, Cedar Hill Lifetime Achievement Award Recipient June 2011

OPEN MEETINGS ACT

- Open Meetings
 - Under the Texas Open Meetings Act, every regular, special, or called meeting of a governmental body must be open to the public and comply with all the requirements of the Act
 - This does not apply to purely social gatherings or conventions and workshops, as long as any discussion of public business is only incidental and no vote or action is taken
- Email Communication
 - If an email is sent by staff to all members of the governmental body, a “Reply to All” could be a violation of the Act because the email can be deemed deliberation that does not occur in a public forum; please reply only to the sender
- **Training Required:** Board members are required to complete the Texas Attorney General’s Open Meetings Act training within 90 days of appointment

CONFLICT OF INTEREST

- Conflict of interest rules are directed at preventing public officials from using their authority for personal economic benefit rather than for the benefit of the public
- Board members should be aware of conflict of interest provisions of State Law (Chapter 171 of the Local Government Code)
- If members find that a decision of the Board will create a conflict of interest, the member should not attempt to influence the decision and should not participate in official or unofficial discussion
- If you have questions regarding Conflict of Interest, please consult the City Secretary and the Conflict of Interest Form may be required (link provided on City Website)

STAFF LIAISON

- The City Manager appoints an executive level staff person to serve as a Staff Liaison for each Board and Commission
- The Staff Liaison (or designee) will attend each meeting, ensure that minutes are taken, serve as a resource, help coordinate activities and provide advice and information
- The Staff Liaison will work with the Chair, as needed, to establish an agenda and/or other items of importance
- The Board may request, through the Staff Liaison, information or resources needed, but may not direct staff to perform work on behalf of the Board

SUCCESSFUL BOARDS

- Good habits make successful Boards and Commissions:
 - Be prepared
 - Be professional
 - Be polite and impartial
 - Be attentive to those who are presenting their point of view
 - Be punctual
 - Follow the policies and procedures

THANK YOU



If you have any questions, please
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