

**TOWN OF BARTONVILLE  
RESOLUTION 2021-11**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS REPEALING RESOLUTION 2014-04 REGARDING BOARD POLICIES AND ADOPTING A NEW POLICY FOR APPOINTING BOARDS AND COMMISSIONS MEMBERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the Town of Bartonville, Texas is a Type "A" General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS,** the proposed Boards and Commissions Appointment Policy would establish consistent procedures for the appointment of individuals to the Town's boards and commissions; and

**WHEREAS,** the Town Council wishes to encourage participation by its citizens in Town Government through service on the Town's boards and commissions; and

**WHEREAS,** the Town Council of the Town of Bartonville finds that the passage of this Resolution is in the best interest of the citizens of Bartonville.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:**

**SECTION 1.**

The facts and recitals set forth in the preamble of this resolution are hereby found to be true and correct.

**SECTION 2.**


That the Town Council hereby approved the Boards and Commissions Appointment Policy attached as Exhibit A.

**SECTION 3.**

This Resolution shall become effective from and after its date of passage.

**PASSED AND APPROVED** this the 17<sup>TH</sup> day of August 2021.

**APPROVED:**

  
\_\_\_\_\_  
Bill Scherer, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Tammy Dixon, Town Secretary

**TOWN OF BARTONVILLE  
BOARDS AND COMMISSIONS APPOINTMENT POLICY**

**PURPOSE:** The purpose of this policy is to establish consistent procedures for the appointment of individuals to Town boards and commissions.

**QUALIFICATIONS/MEETING ATTENDANCE:** All Boards and Commissions members must qualify and comply with the requirements set forth in in Article 1.04 of the Town's Code of Ordinances pertaining to Qualifications, Disqualifications, and Attendance at Meetings.

**RECRUITMENT:** The annual application period for boards and commission positions with expiring terms and known vacancies will begin in June and applications will be accepted for four weeks.

In June of each year, the Town Secretary will notify incumbent board and commission members with expiring terms that their term is approaching. If the member is eligible and wishes to seek another term, he or she must reapply in the same manner as other applicants.

The Town Secretary will advertise a notice of vacancies on the Town's website and social media pages. The notice will specify the vacancies for all boards and commissions and will set forth the details regarding the application procedure and the deadline for receipt of applications. In order to be considered by the Town Council, applicants must file an application with the Town Secretary by the due date set forth in the notice.

**APPLICATION PROCESS:** All qualified candidates must complete an application form and submit it to the Town Secretary's office prior to the advertised deadline. Applications may be submitted using the online form, in person, via fax, mail, or email.

Application forms will be made available on the Town's website and at Town Hall. The application will solicit information about the applicant's background including current occupation, community activities, and personal or professional experience related to the subject of the board to which the applicant is applying. In addition to the completed application, applicants are encouraged to submit a letter or resume further explaining their interest and experience.

Applicants will indicate their preferred board or commission on their application but may indicate a second choice if interested in service on more than one board or commission; ***however, to encourage citizen involvement no person may serve concurrently on more than one board, unless there are not enough qualified applicants to fill the vacancies.*** Additionally, Town Council members may serve on the Bartonville Community Development Corporation or the Bartonville Crime Control & Prevention District.

Applications are kept on file in the Town Secretary's office and are considered current for one year from the submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant is required to submit a new application.

**TERM:** Citizens are appointed to serve on a board at the pleasure of the Town Council. Appointments are for 2-year, staggered terms that commence on the first day of October. (Crime Control first day of September) and end on the last day of September of each year. Vacancies are filled by the Town Council as they occur.

### **SELECTION PROCESS**

**Application Review:** The Town Secretary will review the eligibility requirements and identify those applicants who are ineligible for appointment before submitting applications to the Town Council. When the application deadline has passed, the Town Secretary will distribute copies of all applications to the Town Council for review.

**Interview and Appointment Process:** The Town Council will interview applicants in July/August. When interviews have been completed, nominations will be made by individual council members and voted on by the entire Town Council. The applicant receiving the majority of the votes will receive the appointment.

The Town Secretary will notify each applicant of the Council's appointment decision via email.

**MID-TERM APPOINTMENTS:** Occasionally, a board or commission member may be unable to finish his or her term or may voluntarily resign prior to the term ending. In such cases, the vacant position may be filled by the Town Council with a mid-term appointee who will serve out the remainder of the unexpired term. Mid-Term vacancies shall be advertised in accordance with the provisions of this policy.

Applications for mid-term vacancies will be accepted for the time determined by the Town Council. The Town Council may interview applicants at the next Town Council meeting following the application deadline. When interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment.

**NEW MEMBERS/REAPPOINTED MEMBERS:** Following appointments, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, the Town Secretary will provide new members with copies of pertinent telephone numbers of other members, and applicable information and regulations that govern that board.

All new members and reappointed members shall be required to complete specialized training on the Open Meetings Act, Public Information Act and any other State statues pertinent to their position on the board within three (3) months of their appointment. Such training shall be coordinated by and expenses born by the Town.