

CITY OF UNIVERSAL CITY, TEXAS

CITY COUNCIL POLICY STATEMENT

COUNCIL POLICY NUMBER ONE (1): Appointment of Boards and Commissions

DATED: September 1988

PURPOSE: To establish uniform procedures for appointment to boards and commissions within the City of Universal City, to limit the number of boards and commissions any one person shall serve on, and the number of consecutive terms a person shall serve on a board or commission. To provide for removal and to provide for receipt of minutes, and information from boards and commissions.

STATEMENT OF POLICY: It shall be the policy of the City Council of the City of Universal City, Texas, that:

1. No person serving on any board or commission shall be eligible for appointment to another city board or commission; provided, however that this restriction may be waived upon a majority vote of the City Council. Persons serving on a board or commission who desire to be appointed to another board or commission shall first resign from the board or commission of which they are a member.
2. The term of appointment will be for two years. Any person who has served two complete terms on a board or commission shall be ineligible for appointment to that same board or commission for a period of one year; provided, however that this provision may be waived by a majority vote of the City Council members. For the purposes of this paragraph, any person appointed to fill an unexpired term may complete that term and be eligible for appointment for two additional terms provided that the total cumulative time on that board or commission will not exceed five years.
3. Persons appointed to boards and commissions serve at the pleasure of the City Council, and members may be removed at any time from membership on a board or commission for cause by a majority vote of the City Council of the City of Universal City. Additionally, three unexcused absences from meetings of boards and commissions to which appointed in any twelve month period

shall be considered just cause for removal, and the City Council may, by a majority vote, remove such member from the board or commission to which appointed.

4. Minutes of meetings of all boards and commissions shall be provided to the City Council to advise the City Council of business which has transpired, plans or projects for the future, status of present and other information which may be considered pertinent.
5. The Chairman, or his/her representative of any board or commission should be present at any meeting of the City Council when the Council is considering any action or recommendations forwarded by their respective boards and commissions.

PROCEDURE: The Mayor or Council Members as appropriate shall recommend persons for consideration to fill vacancies existing from time to time by reason of resignations. They should make a concerted effort during the months of May and June to recruit persons to be appointed to vacancies occurring due to expirations of terms of appointments. These appointments will be made in July.

Members of various boards and commissions should also be active in recommending names to the Mayor and City Council Members to fill existing vacancies on their boards and commissions.