



City Secretary's Office

January 6, 2026

# Newly Appointed Library Board Member Orientation

# Council Policies for Advisory Boards & Committees

Council Policy No. 10

## 10.1.8 Quorum and Action

- A majority of the total number of board members constitutes a quorum for the conduct of business
- An action must be adopted by an affirmative vote of the majority of the quorum present and voting
- All members necessary to provide a quorum must be physically present at a meeting to conduct business.



## 10.2.1 Member Requirements

**A person must be a resident of the city** to be eligible for appointment to a board. A member who was required to be a resident when appointed and move primary residence out of the city limits vacates the position on the date residence is moved.

**After a member is appointed, the person is not eligible to serve until** the person has signed a written acknowledgement stating that the person has taken the **oath of office**, comply with the **Code of Ethics**, and **complete a training course required by City Secretary within 6 months of initial appointment**.

## 10.2.2 Board Member Term and Limitation

A board member may serve no longer than six consecutive years on the same board.

No person may be reappointed to the same board after having been appointed to terms that would provide for 6 consecutive years of service as a voting member unless the person has not served on that board for a period of 12 months.

## 10.2.5 Conflict of Interest and Recusal

If a Member has a conflict of interest regarding any item that is presented or required to be presented to the body for discussion or approval, the Member must:

- (1) file a written statement to disclose the conflict of interest to the Chair and remaining Members,
- (2) abstain from any discussion on the matter with City staff or any other Members, and
- (3) recuse themselves from the meeting when the item is being discussed or considered by the body.

## 10.2.8 Attendance Requirements and Automatic Vacation



Unexcused absences from more than twenty-five (25) percent of regularly scheduled meetings during a term year on the part of any Member shall result in an automatic vacancy, which vacancy shall be promptly reported to the City Council.



An absence shall be deemed unexcused unless excused by the board, committee, or commission for good cause no later than its next meeting after the absence.



Any Member, otherwise eligible, shall not be precluded from reappointment by reason of such automatic vacancy.

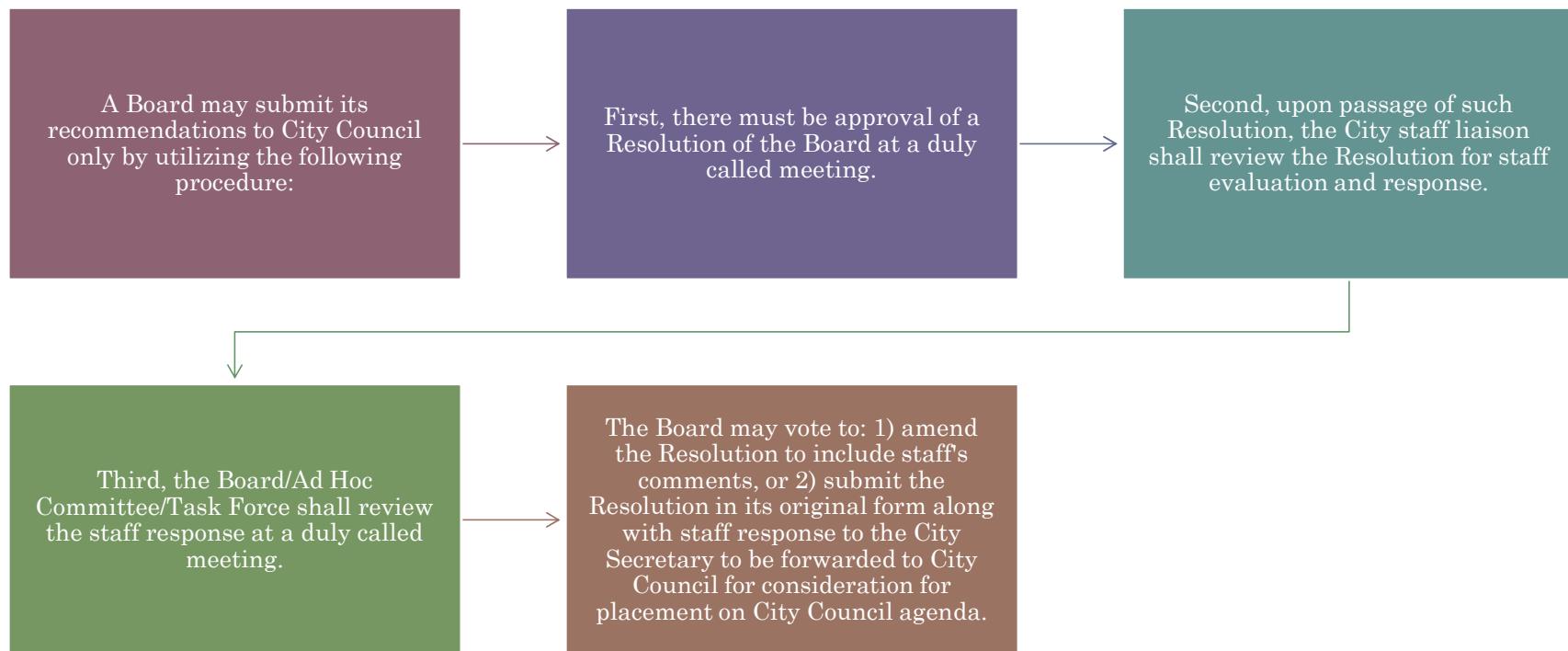
### 10.3.1 AUTHORITY AND ACTION

(A) Each Board serves only in an advisory capacity to the City Council, unless granted specific authority, by another provision of the City Code, the City Charter, an ordinance or resolution, or state or federal law.



(B) An individual Member may not act in an official capacity except as authorized by the Board in a duly called meeting.

## 10.3.2 SUBMITTAL OF RECOMMENDATIONS TO CITY COUNCIL



## 10.3.5 MEETING PROCEDURES AND RULES OF ORDER

- Meetings are conducted in accordance with Robert's Rules of Order and the Texas Open Meetings Act.
- Boards may adopt special rules of procedure, subject to final review and approval of the City Secretary and City Attorney.



## 10.3.8 ANNUAL REVIEW REPORT.

- Each calendar year, the chair must conduct a review of the Board/Ad Hoc Committee/Task Force and prepare an Annual Review Report using the template provided by the City Secretary.
- The Annual Review Report must be ratified by the Board/Ad Hoc Committee/Task Force and filed with the City Secretary and the City Manager by January 31 of each year and be distributed to the City Council by the City Secretary.
- The report must include the following:
  - (1) a statement of the goals and objectives for the previous calendar year;
  - (2) description of the actions taken in furtherance of those goals and objectives during the previous calendar year;
  - (3) the number of times board met or failed to meet; and
  - (4) the goals and objectives for the new calendar year.

# Questions

