

College Station, Texas



Boards, Commissions, and Committees Handbook

This page left blank intentionally.



Dear Citizen:

I would like to thank you on behalf of the Citizens of College Station for your willingness to serve the City as an appointed member of a Board, Commission, or Committee. Your commitment of time and talent is a very important contribution to our community.

The work done by citizens who serve on Boards, Commissions, and Committees is a vital part of our city government. Board, Commission, and Committee members assist the City Council in setting public policy, implementing public policy, and in communicating that policy to the community as a whole.

In recognition of the important civic commitment members of Boards, Commissions, and Committees make, we have prepared this orientation handbook for those who are interested in possible service and to assist appointed members in performing their duties.

It is our hope that your service to the City of College Station will be both rewarding and fulfilling. Again, thank you for your willingness to serve.

Nancy Berry
Mayor

This page left blank intentionally.



Board Member Election on Disclosure

An appointed Board, Commission, or Committee Member (“Board Member”) may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member’s home address, home telephone number, cellular numbers, emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary’s Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term, a Board Member wishes to close or open public access to the information, the individual must submit a written request to the City Secretary’s Office. Only the City Secretary’s Office is allowed to disclose the information listed above.

Please complete the information below and return to the City Secretary’s Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

___ home address

___ home telephone number

___ personal email address

___ cell numbers

___ emergency contact information

___ information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member’s Signature

Date

Board Member’s Printed Name

This page left blank intentionally.

TABLE OF CONTENTS

Chapter I. Definitions

Boards & Commissions Defined	1
Advisory Commissions & Boards Defined	1
Bicycle, Pedestrian, & Greenways Advisory Board	2
Senior Advisory Committee	2
Decision-Making Boards & Commissions Defined	3
Construction Board of Adjustments & Appeals	3
Design Review Board	3
Parks and Recreation Board	4
Planning and Zoning Commission	4
Zoning Board of Adjustments	5
Standing Committees Defined	5
Bryan/College Station Library Board	5
Historic Preservation Board	5
Joint Relief Funding Review Committee	6
Landmark Commission	6
Sunset Committees Defined	6
Citizen's Charter Review Advisory Commission	7
Sunset Advisory Commission	7

Chapter II. Board, Commission, and Committee Appointment Process

Application Process	8
Appointment Process	8
Notice of Appointment	8
Eligibility and Qualifications	8
Nepotism (Home Rule Charter)	8
Oath of Office	8
Open Meetings Act Training	8

Chapter III. Meetings

Role of the Chair	9
The Agenda	9
Parliamentary Procedures	9
Public Hearings	9
Signing the Minutes for the Meeting	9
Meeting Attendance	9
Working with City Staff	10
Reporting to the City Council	10

Chapter IV. Responsibilities of the Members of Boards, Commissions, and Committees

General	11
Open Meetings Act	11
Open Records Act	12
Conflict of Interest	12

Chapter V. Legal Liability

Personal Liability	13
Board Liability	13

APPENDICES

APPENDIX A.

City of College Station Council Relations Policy and Code of Ethics 14

Council Relations Policy and Code of Ethics	14
Statement of Mission	14
Mayor-City Council Relations	15
Mayor's Responsibilities	15
Council Responsibilities	15
Code of Conduct for Mayor and Council Members	16
Council and Staff Relations	17
Council and Media Relations	18
College Station City Council Code of Ethics	19

APPENDIX B.

Definitions 20

APPENDIX C.

Chart of Kinship 23

APPENDIX D.

Robert's Rules of Order Relating to Motions 24

APPENDIX E.

Applications for Boards, Commissions, and Committees 27

General Application for B/CS Library Board; Bicycle, Pedestrian and Greenways Advisory Board; Historic Preservation Committee; Landmark Commission	28
Construction Board of Adjustments and Appeals	31
Design Review Board	34
Joint Relief Funding Review Committee	37
Parks and Recreation Board	40
Planning and Zoning Commission	43
Zoning Board of Adjustments & Appeal	46

CHAPTER I

DEFINITIONS

A. Boards, Commissions, and Committees Defined. The City of College Station City Council depends on the input from residents serving on Boards, Commissions and Committees. College Station may have several kinds of Boards, Commissions and Committees, including:

Advisory Boards, Commissions, and Committees
Decision-Making Boards and Commissions
Standing Committees
Sunset Committees

B. Advisory Boards, Commissions and Committees Defined. These Boards, Commissions and Committees advise the City Council, City Manager, and City staff. They play a key role in keeping the City government close to the people it serves by providing ideas, feedback, and suggestions and may serve as a sounding board for proposed policy. These Boards, Commissions, and Committees are advisory bodies under the Texas Open Meetings Act and it is the City's policy to require these advisory bodies to comply in all respects with the Act. These Boards, Commissions and Committees currently (or may) include:

Bicycle, Pedestrian, and Greenways Advisory Board
Senior Advisory Committee



B-1. Bicycle, Pedestrian, and Greenways Advisory Board

Duties & Responsibilities: The Bicycle, Pedestrian and Greenways Advisory Board advises City Council, the Planning and Zoning Commission (“P&Z”) and other appointed Boards, Commissions, and Committees on all matters concerning bicycling, walking, and greenways within the City of College Station. This Board also provides recommendations on adopted plans, policies and standards to the City Council, and plays a role in setting priorities, programs, and advocacy.

Membership: The Board consists of seven members who are residents of the City and eligible voters, each representative of the following fields or professions: real estate, banking, finance, or economics, or law; recreation, health, kinesiology, environmental/ecological sciences, stormwater/floodplain management or natural resources; transportation planning, engineering, architecture, landscape architecture, urban planning; and two members who are residents with a demonstrated interest in walking, running, bicycling or open space preservation. The seventh member shall be chairman of the Council Transportation Committee or his designee. Terms are two (2) years.

Meetings: Monthly

Authority: Code of Ordinances, Chapter 12, Article 2, section 2.6; City Ordinance 3265, adopted August 12, 2010.

B-2. Senior Advisory Committee

Duties and Responsibilities: The Senior Advisory Committee is to address the needs of all seniors in our community. The Committee seeks to explore ideas for programs and activities from all seniors that promote physical, social, educational, recreational and emotional well-being of all seniors in the College Station area. Recommendations for actions will be made to the Parks and Recreation Advisory Board and City Council through the Senior Services Coordinator and/or the Committee.

Membership: The Committee shall consist of College Station residents age 55 or older and registered voters. The Committee will have no more than 17 members and no fewer than 11 members. The term of office for the Committee shall commence in July and shall be three (3) years in length.

Meetings: Regular meetings are held on the last Monday of each month at 10:00 a.m. at the Southwood Community Center, 1520 Rock Prairie Rd.

Authority: The need for senior programs was established as a strategic issue by the City Council in 1998. The College Station Senior Advisory Committee was formed in January of 1999 and reports to the Parks and Recreation Advisory Board.

C. Decision-Making Boards and Commissions Defined. These Boards and Commissions are legislative and/or ‘quasi-judicial’ bodies that are empowered by State law to make decisions affecting City policy relating to the public health, safety or welfare. These Boards and Commissions are “governing bodies” under the Texas Open Meetings Act and are thus required to comply in all respects with the Act. These Boards and Commissions include:

Construction Board of Adjustments and Appeals
Design review Board
Parks and Recreation Board
Planning and Zoning Commission
Zoning Board of Adjustments

C-1. Construction Board of Adjustments and Appeals

Duties and Responsibilities: The Construction Board of Adjustments and Appeals hears appeals of decisions, considers interpretations of the Building Official, and considers variances to the terms of technical codes.

Membership: The Board consists of five (5) members and may include up to four (4) alternates. Members shall be appointed by City Council. Members shall be residents and registered voters of the City of College Station and shall serve for two (2) year terms. The Board shall be composed of individuals with knowledge of the technical codes.

Meetings: On call by chairman

Authority: Texas Local Government Code 54.033; City Ordinance No. 191, adopted October 10, 1991, Code of Ordinances, Chapter 3, section 3-1.

C-2. Design Review Board

Duties and Responsibilities: The Design Review Board hears and takes action on design district site plans and performs other duties as outlined in ordinances.

Membership: The Board consists of seven (7) regular members and two (2) alternate members. Six (6) of the regular members and the two (2) alternates are appointed by the City Council. The six (6) members shall include an architect, business person, landscape architect, a developer, land owner, business owner, resident or employee in a design district, a person knowledgeable in aesthetic judgment, and a citizen-at-large. The seventh regular member shall be the chair of the P&Z or his designee. Members shall be residents of the City of College Station and registered voters. Members shall serve two (2) year terms.

Meetings: On call by chair.

Authority: City Ordinance No. 1819, adopted on September 14, 1989. Code of Ordinances, Chapter 12, Article 2, section 2.5.

C-3. Parks and Recreation Board

Duties and Responsibilities: The Parks and Recreation Board advises and recommends to the City Council on all matters concerning the establishment, maintenance, and operations of all parks within the City and the establishment and operation of recreation programs conducted by the City of College Station for its citizens. The Board also carries out all other duties and responsibilities as may be assigned by City Council.

Membership: The Board consists of nine (9) members appointed by City Council on a staggered basis. Members shall be residents of the City of College Station and registered voters. Members are limited to two (2) consecutive terms.

Meetings: Meetings are held at 7:00 pm. on the second Tuesday of each month, and special meetings are held as necessary.

Authority: Code of Ordinances, Chapter 8, section 8-2; City Ordinance No. 1137, adopted November 9, 1978. The Board is authorized to establish its own rules, regulations, and bylaws subject to ratification by the City Council.

C-4. Planning and Zoning Commission

Duties and Responsibilities: P&Z serves as a review body to recommend changes in development codes and the zoning ordinance to the City Council. The Commission prepares subdivision regulations and zoning ordinances, and amendments thereto for the recommendation to the City Council. The Commission studies and makes recommendations with regard to proposed annexations. The Commission has final authority over all plats submitted to the City. In addition, the Commission performs other duties as assigned by statute and City Council.



Membership: Members shall be residents and registered voters of the City of College Station. The Commission consists of seven (7) members appointed by the City Council. Four (4) members shall be appointed in even numbered years and three (3) members shall be appointed in odd numbered years. A chair shall be appointed annually by the City Council. P&Z shall select a vice-chair from among its members as needed. Terms of office are limited to three (3) consecutive terms of seven (7) consecutive years.

Meetings: Meetings are held at 7:00 p.m. every first and third Thursday of each month. Meetings are held in Council Chambers at City Hall. Special meetings are held if necessary.

Authority: Texas Local Government Code 211.007 (V.T.C.S.), City Ordinances No. 682, adopted May 1, 1970; City Ordinance No. 1233, adopted July 24, 1980; City Ordinance No. 1638, adopted March 13, 1986; City Ordinance No. 1805, adopted March 23, 1989; and City Ordinance No. 2179, adopted May 9, 1996. Code of Ordinances, Chapter 12, Article 2, section 2.2.

C-5. Zoning Board of Adjustments

Duties and Responsibilities: The Zoning Board of Adjustments hears and decides administrative appeals of the Zoning Administrator's determinations under the UDO and variances to the terms of the UDO. Other duties are outlined in the ordinances and statutes from which it is created.

Membership: Members shall be residents and eligible voters of the City of College Station. The Board consists of five (5) members and may include up to four (4) alternates. Members shall serve for two (2) year terms.

Meetings: Meetings are held the first and third Tuesday of each month at 7:00 p.m. in Council Chambers.

Authority: Local Government Code 211.008 (V.T.C.S.) and City Ordinance No. 1638, adopted March 13, 1986. Code of Ordinances, Chapter 12, Article 2, section 2.3.

D. Standing Committees Defined. These Boards, Commissions, and Committees are permanent advisory committees, in most cases reporting to the City Council. These Boards, Commissions, and Committees include:

Bryan/College Station Library Board
Historic Preservation Committee
Joint Relief Funding Review Committee
Landmark Commission

D-1. Bryan/College Station Library Board

Duties & Responsibilities: The B/CS Library Board encourages development, recommends policies and programs for advancement of the Bryan and College Station Libraries, and cooperates with all other public and private groups in advancing the best interest of the Bryan and College Station Libraries

Membership: The Board consists of eight (8) members; four (4) from College Station and four (4) from Bryan. The members appointed by College Station shall be residents of the City of College Station and registered voters. Members serve a two (2) year term.

Meetings: January, March, May, July, September, November on the third Tuesday of the month at 5:00 p.m.

Authority: Action taken at City Council Meeting October 23, 1997.

D-2. Historic Preservation Committee

Duties and Responsibilities: The Historic Preservation Committee aids in the collecting and preserving of the City's history and provides for education of citizenry. Program emphasis is on designation of historical areas by assigning historic plaques to residents of historic home sites and buildings throughout College Station.

Membership: The Committee consists of nine (9) members and where practical may include representation from the Brazos County Historical Society, Texas A&M University and the College Station City Council. The members shall be residents of the City of College Station and registered voters. Members are appointed by City Council and serve two (2) year terms.

Meetings: Meetings are held the first Wednesday of each month at 5:15 p.m. at City Hall.

Authority: City Ordinance No. 1646, adopted April 9, 1986; City Ordinance No. 2025, adopted August 12, 1993; and City Ordinance No. 2505, adopted August 9, 2001. Code of Ordinances, Chapter 1, section 1-23.

D-3. Joint Relief Funding Review Committee

Duties and Responsibilities: The Joint Relief Funding Review Committee reviews all funding requests from charitable or any other assistance-type agencies, public or private to the City of College Station and the City of Bryan. The Committee shall make appropriate recommendations to City Council for its consideration.

Membership: The Committee consists of three (3) representatives from College Station and three (3) from Bryan. Members serve three (3) year terms. Members appointed by College Station shall be residents and registered voters of the City of College Station.

Meetings: On call by chair

Authority: Resolution No. 5-26-88-12; replaced by Resolution No. 2-23-2006-10.13.

D-4. Landmark Commission

Duties and Responsibilities: The Landmark Commission enhances the City's ability to identify and protect historically and/or culturally significant districts, areas, sites, buildings, and structures.

Membership: The Commission consists of seven (7) regular members and two (2) alternate members appointed by City Council with each member representing different professional fields. The seventh regular member shall be the chair of the Historic Preservation Advisory Committee or his designee. Members shall be residents of the City of College Station and registered voters. Members serve for three (3) year terms.

Meetings: On call by chair

Authority: City Ordinance No. 3110, adopted September 11, 2008. Code of Ordinances, Chapter 12, Article 2, section 2.4.

E. Sunset Committees Defined. Sunset Committees are temporarily appointed, advisory Boards, Commissions, or Committees that terminate upon completion of their specific task. Examples of Sunset Committees include:

Citizen's Charter Review Advisory Commission
Sunset Advisory Commission

E-1. Citizens' Charter Review Advisory Commission

Duties & Responsibilities: The Citizens' Charter Review Advisory Commission inquires into the operation of City government under the charter provisions and determine whether any such provisions require revision, proposes any recommendations it may deem desirable to ensure compliance with the provisions of the charter by the several departments of the City government, proposes, if it deems desirable, amendments to the Charter to improve the effective application of said charter to current conditions, and reports its findings and presents its proposed amendments, if any, to the City Council.

Membership: The Commission consists of up to eleven (11) members with a term of office of nine (9) months.

Meetings: Held as needed

Authority: By ordinance as needed

E-2. Sunset Advisory Commission

Duties and Responsibilities: The Sunset Advisory Commission is responsible for a complete and thorough review of the City's Boards, Commissions, and Committees; submit recommendations on the abolition, continuation, or reorganization of each City Board, Commission or Committee and on the need for the performance of the functions of the City Board, Commission or Committee.

Membership: The Commission consists of seven (7) residents of the City, appointed every five (5) years, for a term not to exceed twelve (12) months.

Meetings: Held as needed

Authority: By ordinance as needed

CHAPTER II

BOARD, COMMISSION, AND COMMITTEE APPOINTMENT PROCESS

Application Process. Citizens interested in serving on a Board, Commission, Committee or separate legal entity can obtain an application from the City Secretary's Office at City Hall or from the City's website, www.cstx.gov. The completed application must be submitted to the City Secretary's Office. Applications are valid for two (2) years, after which a new application must be submitted

Appointment Process. The City of College Station City Council makes appointments to City of College Station Boards, Commissions, or Committees. The City Council considers applications to these boards during regular City Council meetings.

Notice of Appointment. After the City Council appoints a person to serve as a member of a Board, Commission, and Committee, the City Secretary will notify the appointee in writing of the appointment. Generally, the City Council will appoint members to no more than two (2) consecutive terms of service on a single board.

Eligibility and Qualifications. The College Station City Council seeks qualified persons to serve on Boards, Commissions and Committees. Qualified applicants must be residents of College Station for one (1) year and must be registered voters of the City, unless otherwise provided by ordinance.

Certain Boards, Commissions, and Committees have additional eligibility requirements.

Nepotism. Article XII General Provisions, Section 118, of the City of College Station Charter provides that no person related within the second degree of affinity, or within the third degree of consanguinity, to members of the City Council or the City Manager shall be appointed or employed to any office, position or service in the City.

Oath of Office. Upon appointment, an oath of office is administered to all newly appointed members of Boards, Commissions, and Committees. The oath of office can be administered by the City Secretary or her designee.

Open Meetings Act Training. Upon appointment, each new board member is required to complete the Open Meetings Act Training as required by the State of Texas Attorney General within ninety (90) days of his/her appointment and to provide a certificate of completion to the City Secretary for the City's records.

CHAPTER III

MEETINGS

Role of the Chair. The function of the Chair is to provide leadership for the Board, Commission, or Committee. The Chair is selected by other board members in a method agreeable to all board members; however, for a few select committees, the City Council will appoint the Chair. There are certain duties and responsibilities that must be performed.

The Chair can ensure the smooth operation of the Board, Commission or Committee. The Chair must be strong enough to make certain that the meeting is run by the rules, but democratic enough to use the power and authority of the position wisely. The Chair's ability to handle meetings will have a significant impact on operation and effectiveness.

The Chair must make certain that discussions do not get sidetracked on minor issues and must have the ability to remain focused on the agenda.

The Agenda. The agenda is prepared by the department head or staff person assigned to the Board, Commission or Committee. Boards, Commissions and Committees subject to the Texas Open Meetings Act are required by state law to post the agenda publicly, at least 72 hours prior to the meeting. It is a City of College Station practice that all boards, commissions and committees follow these procedures.

Parliamentary Procedures. Meetings of Boards, Commissions and Committees are conducted under Roberts' Rules of Order as adopted by Council.

Public Hearings. These hearings are open forums that allow the public an opportunity to express their opinions on a specific issue.

Members of the Board, Commission or Committee may ask questions at any time of the witness, if recognized by the Chair.

A time limit for individual speakers may be set by the Board, Commission or Committee for purposes of order and equity before the Public Hearing begins.

Signing the Minutes for the Meeting. The minutes of Boards, Commissions and Committees MUST be signed by the Chair and the Secretary once the minutes are approved by a majority vote of the members of the Board, Commission or Committee. These minutes are a permanent record.

Meeting Attendance. Every Board, Commission or Committee member is expected to maintain a suitable attendance record. It is important to keep in mind that attendance is very important to the Board, Commission or Committee. Because attendance is important, the City Council has adopted an attendance policy of no more than three (3) absences without an excuse for regular Board, Commission or Committee members. The Chair of the Board, Commission or Committee can excuse a member's absence.

The term "meetings" includes all meetings of the board and all meetings of the board's subcommittees on which the member serves. The Secretary of the Board, Commission or Committee is responsible for keeping track of the members' attendance. If a member does not follow the attendance policy set for the Board, Commission or Committee, the member can be removed from service by the City Council.

Working with City Staff. Each Board, Commission, or Committee member is encouraged to work closely with City staff and with the appropriate department liaison assigned to that Board, Commission or Committee. City staff is assigned to provide general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services.

Reporting to the City Council. The Council is dependent on each Board, Commission or Committee to make recommendations concerning City projects. It is through the Boards, Commissions and Committees that the City Council can receive community input. All Boards, Commissions and Committees are encouraged to communicate the position of the body to the City Council.

There will be occasions when City staff will be required to prepare an agenda item for City Council review. In preparation of such a report, the staff member should present both the staff position and Board, Commission or Committee's position.

It is the desire of the City Council to have an opportunity to hear and consider all sides of an issue and alternative recommendations to assist in their decision-making process.

CHAPTER IV

RESPONSIBILITIES OF THE MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

General. It is an honor to be selected as a City Board, Committee, or Committee member, and it provides an unusual opportunity for genuine public service. Although specific duties of each body vary widely, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

1. Members should understand the role and scope of their responsibilities and should be informed of the individual Board, Commission or Committee's purpose and of its operating procedures.
2. Members should be careful to represent the majority views of their individual Board, Commission or Committee. Individual "opinions" to the public and press should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Good communication is essential. Members are in a position to serve as liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting recommendations and providing a channel for citizen expression.
5. Members are encouraged to review their agenda packets, contact City staff with questions, and be thorough in their recommendations; if possible, members may, unless otherwise prohibited, personally view situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on preparedness will strengthen the value of the group's recommendations.
6. Members are encouraged to establish a good working relationship within the group; respect individual viewpoints; allow other members time to present their views fully before making comments; be open and honest; welcome new members.
7. Council appointments to Boards, Commissions or Committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

Open Meetings Act. Texas law requires that every meeting of the City Council be open to the public. In College Station, all Boards, Commissions and Committees follow the procedures for open meetings as well.

- a. A Posted Notice is required of a meeting. Written notice of the date, hour, place and subject of each meeting must be posted on a public bulletin board, located at a place convenient to the public for at least 72 hours preceding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the Board, Commission, or Committee.

- b. Minutes are required to be prepared or a recording made of each open meeting. Minutes must state the subject of each deliberation and indicate each vote, order, decision or other action taken.
- c. **Closed Meetings.** The Texas Open Meetings Act does allow for closed or executive meetings on a few limited subjects. Generally, Boards, Commissions or Committees will not have occasion or legal basis to meet in closed or executive session. Closed meetings are allowed to discuss certain matters, including pending litigation, certain personnel matters, and the lease or acquisition of land. However, before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting and the presiding officer publicly announce that a closed meeting will be held and identify the sections of the Open Meeting Act authorizing the closed meeting. No final action, decision, or vote can be made in a closed meeting. All final actions, decisions, and votes must be made in open meetings. Further, the Board, Commission, or Committee is required to keep a certified agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must include an announcement at the beginning and end of the closed meeting indicating the time and place, and must certify that the agenda is a true and correct record of the proceedings. Blank certified agenda forms for use by presiding officers are available in the City Secretary's office. In lieu of maintaining a certified agenda, a tape recording of the closed meeting may be made.

Open Records Act. Texas law also requires that virtually all information held by a governmental body must fall under the rules of the Texas Open Records Act. If a request for information is received by a Board, Commission or Committee, the City Secretary should be notified for the proper procedure.

Conflict of Interest. Some Board, Commission or Committee members may be subject to Chapter 171 of the Texas Local Government Code which prohibits a local public official with a substantial interest in a business entity or in real property from participating in a matter before the City involving the business entity or real property if it is reasonably foreseeable that an action on the matter before the City will have a special economic effect on the business entity or on the value of the real property that is distinguishable from its effect on the public. Board, Commission and Committee members are encouraged to consult with the City Attorney concerning any potential conflicts.

CHAPTER V

LEGAL LIABILITY

Personal Liability. Board, Commission or Committee members cannot be held personally liable for erroneous acts while honestly exercising the functions of their offices in good faith. The only time a member can be held personally liable is when they act outside the scope of their office and in bad faith. When members of City Boards, Commissions or Committees are acting in good faith and within the bounds allowed by the City, state and federal law, the City will provide a defense for such members to the greatest extent permissible. However, if a Board, Commission or Committee member acts illegally, unlawfully, or willfully, or acts intentionally malicious, negligent or in violation of the policies of the City Council while serving in his/her official capacity, the City may decide not to provide that member a defense.

Board Liability. A city, its officers, and members of boards, commissions or committees as a governmental entity, must treat all individuals or groups in the same manner unless there is a compelling governmental interest to treat someone or some group differently. Therefore, the City Attorney should be consulted concerning whether or not an individual or group can be treated differently. If an officer or Board, Commission or Committee member illegally discriminates against an individual or group, that individual or group can seek damages from the City and from the individual officer for a violation of rights under the state and federal civil rights statutes.

The above discussion is by no means intended to be a comprehensive and complete discussion of legal liabilities to which the City or Board, Commission or Committee member may be subjected.

Board, Commission or Committee members are strongly encouraged to consult with the City Attorney anytime they feel their actions while serving on such Board, Commission or Committee may have some legal consequences. The law in this area is quite complex and requires a thorough analysis of the law and facts pertaining to each particular situation.



APPENDIX A

CITY OF COLLEGE STATION COUNCIL RELATIONS POLICY AND CODE OF ETHICS

Council Relations Policy and Code of Ethics

The College Station City Council is the governing body for the City of College Station; therefore, it must bear the initial responsibility for the integrity of governance. The council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address mayor and council relations, council and staff relations, and council and media relations. By adopting these guidelines for elected officials, we acknowledge our responsibility to each other, to our professional staff, and to the public. The city council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

1. The council has as high priorities the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The council will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the city council; strive for strong, working relationships among College Station, Brazos County, Bryan, TAMU, and College Station Independent School District elected officials.
3. In its governance role, the council will continue to be dedicated to friendly and courteous relationships with staff, other council members, and the public, and seek to improve the quality and image of public service.
4. The council will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.
5. And finally, each council member will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

Statement of Mission

In order to ensure proper discharge of duties for the improvement of democratic local government, College Station City Council members should display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of College Station and to each other in their relationships.

Section I: Mayor-City Council Relations

A. Mayor's Responsibilities

1. The mayor shall be the presiding officer at all meetings. The mayor pro-tem shall preside in his/her absence.
2. The mayor shall have a voice in all matters before the council and may vote on all agenda items requiring council action.
3. The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.
4. The mayor is the spokesperson for the council on all matters unless absent, at which time his/her designee will assume the role.
5. The mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject. The mayor may limit each speaker to five minutes to ensure efficient use of time.
6. The mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging debate among members and keeping discussion on the agenda item being considered.
7. Should a conflict arise among council members, the mayor serves as mediator.
8. The mayor is responsible for the orientation of all new council members after an election. The orientation shall include council procedures, staff and media relations, current agenda items and municipal leadership training programs.

B. Council Responsibilities

1. Any council member may request the mayor to place an item on the agenda for discussion. Should staff time be required to address this item, the mayor will canvass all council members to determine the support for commitment of staff time and resources. The same action should be taken by the mayor when council concerns require staff time and budget.
2. Each council member is encouraged to attend at least one Texas Municipal League sponsored conference each year in order to stay informed on issues facing municipalities.
3. It is the responsibility of council members to be informed about previous action taken by the council in their absence. In the case of absence from a workshop session where information is given, the individual council member is responsible for obtaining this information prior to the council meeting when said item is to be voted upon.

4. When addressing an agenda item, the council member shall first be recognized by the mayor, confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other council member or staff member in his/her argument or vote.
5. In the absence of a ruling by the mayor on any procedural matter, a council member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the council members present and voting shall be necessary to approve the motion.
6. Any council member may appeal to the council as a whole from a ruling by the mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the mayor may explain his/her position, but no other member may speak on the motion. The mayor will then put the ruling to a vote of the council.
7. Any council member may ask the mayor to enforce the rules established by the council. Should the mayor fail to do so, a majority vote of the council members present shall require him/her to do so.
8. When a council member is appointed to serve as liaison to a board, the council member is responsible for keeping all council members informed of significant board activities.
9. In the event a board or committee member is absent from three meetings in a twelve month period that are considered unexcused by definition the City Secretary shall notify the member by letter requesting an explanation for the absences. After reviewing the explanation for absences if the City Council finds that the absences are unexcused the City Council may choose to notify the member of the importance of regular attendance or to remove a member for non attendance and any range of response in between. The Council response shall consider the member prior service reasons for absence likelihood of future attendance and the necessity for the City board or committee to carry out its responsibilities. The City Council may after due consideration remove a member of the committee for any other good cause related to performance of duty.

C. Code of Conduct for Mayor and Council Members

1. During the council meetings, council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the mayor or the rules of the council. Council members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the council. Council members shall refrain from rude and derogatory remarks and shall not belittle staff members, other council members, or members of the public.
2. They should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the council.

3. Members of the council will not condone any unethical or illegal activity. All members of the council agree to uphold the intent of this policy and to govern their actions accordingly.

Section II: Council and Staff Relations

No single relationship is as important as that of the council and their city manager in effectively governing the City of College Station. It is for this reason that the council and the city manager must understand their respective roles in that process. The city manager is the primary link between the council and the professional staff. The council's relationship with the staff shall be through the city manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be whenever possible, presented to the city manager for staff consideration prior to the council meeting. This allows staff time to address the council member's concern and provide all council members with the additional information.
2. The city manager shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the council on the issues which require council action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no Council action is required, present the staff recommendation, or present the specific options for council consideration.
3. The city manager is directly responsible for providing information to all the council concerning any inquiries by a specific council member. If the city manager or his/her staff's time is being dominated or misdirected by a council member, it is his/her responsibility to inform the mayor of the concern (any action necessary is covered under Section I A:7).
4. The city manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The city manager is also responsible for seeing that his/her staff also receives the education and information necessary to address the issues facing municipal government.
5. Any conflicts arising between the city staff and the council will be addressed by the mayor and the city manager.
6. All staff members shall show each other, each council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
7. The city manager, after an election, will make sure that staff has prepared information needed for the orientation of new council members and inform them of any Texas Municipal League conferences and seminars available. The city manager will also be responsible for meeting personally with new members and informing them about city facilities and procedures.

Section III: Council and Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their municipality, it is imperative the media play an important role in the council-manager-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The council and the city manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy places designated for them or the general public.
2. All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.
3. In order to preserve the decorum and professionalism of council meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the council chambers while council is in session.
4. Since the government body conducts business differently, it is requested that all reporters new to city council meetings meet with the city manager, mayor, or the media relations representative prior to covering their first meeting to be informed of policies and procedures to help ensure a professional working relationship between the media reporter and the city.
5. On administrative matters, the city manager is the spokesperson, unless he/she has appointed a media relations person to present staff information on the agenda.
6. The mayor, or his/her designee, is the primary spokesperson for the city on matters regarding policy decisions or any council information pertaining to issues on the agenda. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and options discussed before a vote was taken, and helps build confidence in the democratic process.
7. The College Station City Council is made up of six council members and a mayor, each elected by the citizens of College Station. In respect to each council member and his/her constituents, his/her views as presented on an issue before the council should provide equitable representation from all seven members. Even though council members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each member's position during his/her term of office and not only during an election campaign.

We all have the responsibility to protect the integrity of our governing process and therefore, have read and agreed to the above guidelines.

College Station City Council Code of Ethics

The office of elected officials is one of trust and service to the citizens of College Station. This position creates a special responsibility for the College Station city council member. In response to this, the College Station city council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain ethical principles shall govern the conduct of every council member, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of College Station;
2. Recognize that the chief function of local government at all times is to serve the best interests of all of the people;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the council. Do not seek nor accept gifts or special favors; believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the city council, and
6. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of College Station. It is recognized that certain exceptions are made by the State for executive sessions; however, any action as a result of that type of meeting will be handled later in open session.

APPENDIX B

DEFINITIONS

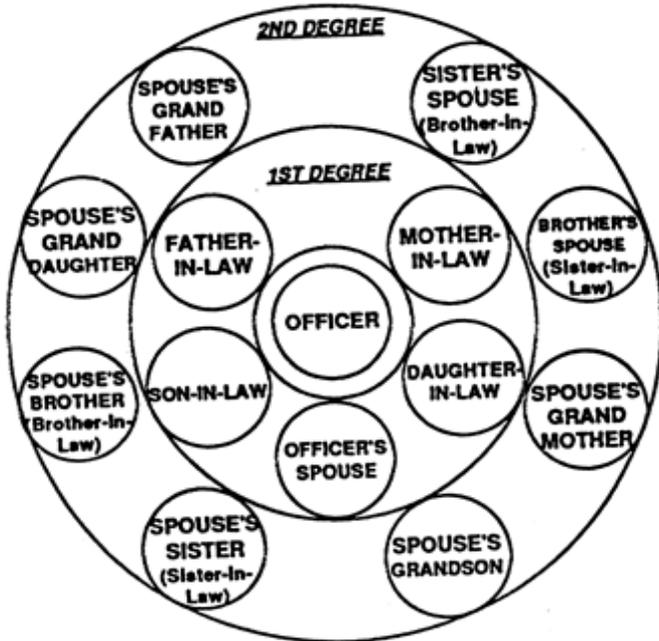
“Affinity”	means a relation by marriage.
“Business entity”	means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law.
“Board” or “Body”	means any board, commission, agency or committee of the City created by the passage of a City Ordinance or Resolution with decision or advisory making authority designated as a board, commission, agency or committee by the City Council.
“City”	means the City of College Station.
“City Council”	means the City Council of the City of College Station.
“Closed meeting”	means a meeting closed to the public that complies with specific state statutes.
“Consanguinity”	means a relation or connection by blood.
“Degree”	relating to consanguinity and affinity. First degree of consanguinity means parents, children and siblings First degree of affinity means spouse, in laws/parents, children and siblings Second degree means grandparents, grandchildren, aunts, uncles, nephews, nieces and first cousins
“Deliberation”	means a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body or any public business.
“Employee”	means a person who is employed by the City.
“Ex officio”	means by virtue or because of an office.
“Governmental”	means a board or commission that has rule-making, quasi-judicial, or advisory power and that is classified as a department, agency or political subdivision of a county or municipality.

“Governing body”	“He,” “his” or “him” means the College Station City Council and every Board, Commission, or Committee that exercises decision-making authority on behalf of the City and shall include the female gender as well as the masculine.
“Incidental Interest”	means an interest in a person, entity or property which is not a substantial interest and which has insignificant value or which would be affected only in a de minimus fashion by a decision.
“Judicial”	the power to judge, to administer justice and interpret laws and ordinances.
“Meeting”	means a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action. The term does not include the gathering of a quorum of a governmental body at a social function unrelated to the public business.
“Member”	means a member of a board.
“Person”	means any individual, firm, trust, corporation, partnership or any other legal entity.
“Quorum”	means the prescribed number of members of any body that must be present to legally transact business.
“Remote Interest”	means an interest of a person or entity, including an Officer or Member who would be affected in the same way as the general public. The interest of a council member in the property tax rate, general city fees, city utility charges or a comprehensive zoning ordinance or similar decisions is incidental to the extent that the council member would be affected in common with the general public.
“Substantial Interest in a business entity or real property”	means an individual, firm, trust, corporation, partnership or any other legal entity: <ol style="list-style-type: none"> 1) with respect to a business entity, the interest is ownership of ten percent (10%) or more of the voting stock or shares of the business entity or ownership of either ten percent (10%) or more or Fifteen Thousand Dollars (\$15,000) or more of the fair market value of the business entity.

- 2) with respect to a business entity, funds received by the person from the business entity exceed ten percent (10%) of the officer or member's gross income for the previous year.
- 3) with respect to real property, equitable or legal ownership with a fair market value of Two Thousand Five Hundred Dollars (\$2,00) or more or, as established from time to time in Section 171.002, Texas Local Government Code.

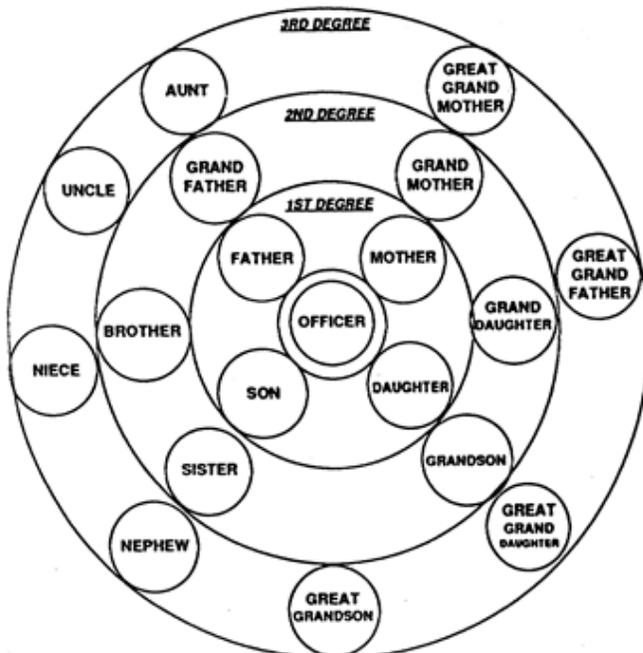
APPENDIX C

CHART OF KINSHIP



Affinity Kinship Chart

The chart to the left shows: *Affinity Kinship (relationship by marriage)



Consanguinity Kinship Chart (Blood)

The chart to the right shows: *Consanguinity Kinship (relationship by blood) for purposes on interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021-.025.

APPENDIX D

ROBERT'S RULES OF ORDER RELATING TO MOTIONS

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Adjourn	No	Yes	No	No	Yes	Yes	Yes
Adopt/Accept a Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Adopt Constitutions, By-laws, and Rules of Order	Yes	Yes	Yes	1	Yes	Yes	Yes
Adopt Standing Rules	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Amend	2	Yes	Yes	Yes	Yes	Yes	Yes
Amend an Amendment	2	Yes	No	Yes	Yes	Yes	Yes
Amend Constitution, By-laws, and Rules or Order	Yes	Yes	Yes	1	3	Yes	Yes
Amend Standing Rules	Yes	Yes	Yes	Yes	4	Yes	Yes
Appeal (excluding Indecorum)	Yes	Yes	No	Yes	Yes	Yes	No
Debate, to Close, Limit or Extend	No	Yes	Yes	Yes	No	Yes	Yes
Division of Assembly	No	Yes	No	No	Yes	No	No
Division of Question	No	Yes	Yes	No	Yes	5	5
Fix the Time to Adjourn	6	Yes	Yes	Yes	Yes	Yes	Yes
Informal Consideration of Question	Yes	Yes	No	1	Yes	Yes	Yes
Lay on the Table	No	Yes	Yes	No	Yes	Yes	Yes
Main Motion or Question	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nomination, to Make	Yes	Yes	No	No	Yes	No	Yes
Nominations, to Close	No	Yes	Yes	No	No	Yes	Yes
Nomination, to Re-open	No	Yes	Yes	1	Yes	Yes	Yes
Objection to Consideration of a Question	No	Yes	No	1	7	No	No

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Order, Question of	No	Yes	No	No	Yes	No	No
Order, to Make a Special	Yes	Yes	Yes	Yes	No	Yes	Yes
Orders of the Day, to Call for	No	Yes	No	No	Yes	No	No
Parliamentary Inquire	No	Yes	No	No	Yes	No	No
Postpone Definitely (to Certain Time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postpone Indefinitely	Yes	No	No	8	Yes	Yes	Yes
Previous Question	No	Yes	No	9	No	Yes	Yes
Privilege, to Raise Question of	No	Yes	No	No	Yes	No	No
Recess, to Take a	6	Yes	Yes	No	Yes	Yes	Yes
Reconsider	2	10	No	No	Yes	Yes	Yes
Substitute (same as Amend)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Suspend the Rules	No	Yes	No	No	No	Yes	Yes
Take from the Table	No	Yes	No	No	Yes	Yes	Yes
Withdraw	No	Yes	No	1	Yes	No	Yes

FOOTNOTES TO TABLE OF ROBERT'S RULES OF ORDER

1. An affirmative vote on this motion cannot be reconsidered.
2. Undebatable when the motion to be amended, reconsidered, or rescinded is undebatable.
3. Constitutions, By-Laws, and Rules of Order before adoption are in every respect main motions and may be amended by majority vote. After adoption they require prior notice and 2/3 vote for amendment.
4. Standing Rules may be amended at any time by a majority vote if previous notice has been given, or by a 2/3 vote without notice.
5. If resolutions or propositions relate to different subjects that are independent of each other, they must be divided on the request of a single member, which may be made when another has the floor. If they relate to the same subject and yet each part can stand alone, they may be divided only on a regular motion and vote.
6. Undebatable if made when another question is before the assembly.
7. The objection can be made only when the question is first introduced, before debate. A 2/3 vote must be opposed to the consideration in order to sustain the objection.
8. Negative vote on this motion cannot be reconsidered.
9. Cannot be reconsidered after a vote has been taken under it.
10. Opens to debate main question when latter is debatable.

APPENDIX E

APPLICATIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES

Applications may be completed online and submitted to the City Secretary electronically. You may also use the attached applications and either mail it or fax it to the City Secretary's attention at 979-764-6377.

General Application for B/CS Library Board; Bicycle, Pedestrian and Greenways	
Advisory Board; Historic Preservation Committee; Landmark Commission.....	28
Construction Board of Adjustments and Appeals.....	31
Design Review Board.....	34
Joint Relief Funding Review Committee.....	37
Parks and Recreation Board.....	40
Planning and Zoning Commission.....	43
Zoning Board of Adjustments & Appeals.....	46



Citizen Boards/ Commissions/Committee Application

CITY SECRETARY'S OFFICE
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The Impact fee Advisory Committee's purpose is to formulate recommendations to the Council regarding potential Impact Fees for the Water system, the Wastewater system, and Roadways.

This will involve at least two public meetings, at which City staff and an engineering consulting firm will present their findings and recommendations. The first meeting will include future Land Use Assumptions and the Capital Improvement Plan that details the capital projects required to increase utility and roadway capacity to meet the demands of those future land uses, and the IFAC will make a recommendation to Council whether these are reasonable. The second meeting will include Impact Fee calculations, and the IFAC will recommend to Council whether to implement Impact Fees, and if so, at what amount.

Membership is comprised of the Planning and Zoning Commission members and up to three ad hoc members 1) ETJ representative; 2) Homebuilders Association representative; and or 3) any individual so desired. This appointment will be for one year.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PERSONAL INFORMATION:		
1. Full Name:	_____	_____
	FIRST	MIDDLE
	_____	_____
	LAST	
2. Home Address:	_____	
	STREET	CITY
		ZIP CODE
3. Contact : Information	_____	_____
	HOME PHONE	CELL/WORK PHONE
		EMAIL
4. Residency : Information	_____	_____
	VOTER'S REGISTRATION # (required)	DATE OF BIRTH (required)
		YEARS AS RESIDENT OF CS
5. Professional: Information	_____	_____
	OCCUPATION (if retired, please indicate former occupation)	*If business owner, NAME OF BUSINESS

	EDUCATION (optional)	
6. Professional Licenses:	_____	
7. Professional Association Memberships:	_____	
8. Civic/Volunteer Organization Activities:	_____	
9. Are you related to anyone on City Council?	_____	
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City?	_____	
11. Do you have any pending claims or litigation against the City?	_____	
12. Do you reside in the Extraterritorial Jurisdiction (ETJ)?	_____	

CITIZEN BOARDS/COMMISSIONS/COMMITTEE AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident
- Applicant must be a registered voter
- Participation on the Citizen Boards/Commissions/Committees requires a time commitment, and may vary from Board to Board.
- Applicant agrees to make a good faith effort to attend all meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to cso@cstx.gov Use a subject line of "application" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.



Construction Board of Adjustments & Appeals Application

CITY SECRETARY'S OFFICE
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The Construction Board of Adjustments and Appeals hears appeals of decisions, considers interpretations of the Building Official, and considers variances to the terms of technical codes.

Five (5) members shall be qualified residents and voters of the City of College Station and may include up to four (4) alternates. Board members should have knowledge of the technical codes.

Terms of office are two (2) years.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PLEASE PRINT

PERSONAL INFORMATION:

1. Full Name: |_____| |_____| |_____|
FIRST MIDDLE LAST
2. Home Address: |_____| |_____| |_____|
STREET CITY ZIP CODE
3. Contact : |_____| |_____| |_____|
Information HOME PHONE CELL/WORK PHONE EMAIL
4. Residency : |_____| |_____| |_____|
Information VOTER'S REGISTRATION # DATE OF BIRTH YEARS AS RESIDENT OF CS
(required) (required)
5. Professional: |_____| |_____|
Information OCCUPATION *If business owner, NAME OF BUSINESS
(if retired, please indicate former occupation)
|_____|
EDUCATION (optional)
6. Professional Licenses: |_____|
7. Professional Association Memberships: |_____|
8. Civic/Volunteer Organization Activities: |_____|
9. Are you related to anyone on City Council? |_____|
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City? |_____|
11. Do you have any pending claims or litigation against the City? |_____|

CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Construction Board of Adjustments and Appeals requires a two-year time commitment (meetings will be held as necessary).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All Committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to cso@cstx.gov Use a subject line of "application" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.



Design Review Board Application

CITY SECRETARY'S OFFICE
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The Design Review Board hears and takes action on design district site plans and performs other duties as outlined in ordinances.

The Board consists of seven (7) regular members and two (2) alternate members. Six (6) of the regular members and the two (2) alternates are appointed by the City Council. The six (6) members shall include an architect, business person, landscape architect, a developer, land owner, business owner, resident or employee in a design district, a person knowledgeable in aesthetic judgment, and a citizen-at-large. The seventh regular member shall be the chair of the P&Z or his designee.

Members shall be qualified residents and voters of the City of College Station.
Members shall serve two (2) year terms.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PLEASE PRINT

PERSONAL INFORMATION:			
1. Full Name:	_____	_____	_____
	FIRST	MIDDLE	LAST
2. Home Address:	_____		
	STREET	CITY	ZIP CODE
3. Contact : Information	_____	_____	_____
	HOME PHONE	CELL/WORK PHONE	EMAIL
4. Residency : Information	_____	_____	_____
	VOTER'S REGISTRATION # (required)	DATE OF BIRTH (required)	YEARS AS RESIDENT OF CS
5. Professional: Information	_____	_____	
	OCCUPATION (if retired, please indicate former occupation)	*If business owner, NAME OF BUSINESS	

	EDUCATION (optional)		
6. Professional Licenses:	_____		
7. Professional Association Memberships:	_____		
8. Civic/Volunteer Organization Activities:	_____		
9. Are you related to anyone on City Council?	_____		
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City?	_____		
11. Do you have any pending claims or litigation against the City?	_____		

DESIGN REVIEW BOARD AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Design Review Board requires a two-year time commitment.
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to cso@cstx.gov Use a subject line of "**application**" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.



Joint Relief Funding Committee Application

CITY SECRETARY'S OFFICE
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The City of College Station and the City of Bryan annually receive Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development. Federal regulations allow for up to 15% annual CDBG grant to be allocated to public services. The City of College Station and the City of Bryan work in a joint process to allocate these funds to local non-profit agencies who will provide direct services to low income residents of the Bryan/College Station community.

The JRFRC is made up of 3 Council-appointed volunteers from each city. Each member serves for a three-year term with a two-term maximum.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PLEASE PRINT

PERSONAL INFORMATION:

1. Full Name: |_____| |_____| |_____|
FIRST MIDDLE LAST
2. Home Address: |_____| |_____| |_____|
STREET CITY ZIP CODE
3. Contact : |_____| |_____| |_____|
Information HOME PHONE CELL/WORK PHONE EMAIL
4. Residency : |_____| |_____| |_____|
Information VOTER'S REGISTRATION # DATE OF BIRTH YEARS AS RESIDENT OF CS
(required) (required)
5. Professional: |_____| |_____|
Information OCCUPATION *If business owner, NAME OF BUSINESS
(if retired, please indicate former occupation)
|_____|
EDUCATION (optional)
6. Professional Licenses: |_____|
7. Professional Association Memberships: |_____|
8. Civic/Volunteer Organization Activities: |_____|
9. Are you related to anyone on City Council? |_____|
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City? |_____|
11. Do you have any pending claims or litigation against the City? |_____|

JOINT RELIEF FUNDING COMMITTEE AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Joint Relief Funding Committee requires a three-year time commitment, and Applicant agrees to commit to weekly lunch meetings (ten meetings total) and six-eight agency site visits during April – June. Site visits are typically scheduled during regular business hours. The estimated time commitment for April – June is approximately 3 - 5 hours per week.
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to csso@cstx.gov Use a subject line of "application" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.



Parks and Recreation Advisory Board Application

CITY SECRETARY'S OFFICE
 P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The Parks and Recreation Advisory Board exists to advise the City Council on all matters concerning the establishment, maintenance, and operations of all parks within the City of College Station. This board also gives advice regarding the establishment and operation of recreation programs conducted by the City of College Station for its citizens. The board carries out all other duties and responsibilities as may be assigned by City Council.

The committee is composed of nine members. Members shall be qualified residents of the City of College Station. The committee members serve for two-year terms.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PLEASE PRINT

PERSONAL INFORMATION:

1. Full Name:			
	FIRST	MIDDLE	LAST
2. Home Address:			
	STREET	CITY	ZIP CODE
3. Contact : Information			
	HOME PHONE	CELL/WORK PHONE	EMAIL
4. Residency : Information			
	VOTER'S REGISTRATION # (required)	DATE OF BIRTH (required)	YEARS AS RESIDENT OF CS
5. Professional: Information			
	OCCUPATION (if retired, please indicate former occupation)	*If business owner, NAME OF BUSINESS	
	EDUCATION (optional)		
6. Professional Licenses:			
7. Professional Association Memberships:			
8. Civic/Volunteer Organization Activities:			
9. Are you related to anyone on City Council?			
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City?			
11. Do you have any pending claims or litigation against the City?			

PARKS BOARD AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Parks and Recreation Advisory Board requires a two-year time commitment (meetings will be held approximately once per month).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to cso@cstx.gov Use a subject line of “**application**” and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.



Planning and Zoning Commission Application

CITY SECRETARY'S OFFICE
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842
(979) 764 – 3541

The Planning and Zoning Commission serves as a review body to recommend changes in development codes and the zoning ordinance to the City Council. The Commission shall prepare, adopt, and modify a comprehensive plan for the city for subsequent approval and adoption by the City Council.

The Commission prepares subdivision regulations and zoning ordinances, and amendments thereto for recommendation to the City Council. This Board shall also make studies and recommendations with regard to proposed annexations. The Commission has final authority over all plats submitted to the City. In addition, the Commission performs other duties as assigned by statute and City Council.

Seven (7) members shall be qualified residents and voters of the City of College Station. Terms of office are limited to three consecutive terms or seven consecutive years.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at cso@cstx.gov on or before 5:00 p.m. the day of the deadline.

PLEASE PRINT

PERSONAL INFORMATION:

1. Full Name: |_____| |_____| |_____|
FIRST MIDDLE LAST

2. Home Address: |_____| |_____| |_____|
STREET CITY ZIP CODE

3. Contact : |_____| |_____| |_____|
Information HOME PHONE CELL/WORK PHONE EMAIL

4. Residency : |_____| |_____| |_____|
Information VOTER'S REGISTRATION # DATE OF BIRTH YEARS AS RESIDENT OF CS
(required) (required)

5. Professional: |_____| |_____|
Information OCCUPATION *If business owner, NAME OF BUSINESS
(if retired, please indicate former occupation)

|_____|
EDUCATION (optional)

6. Professional Licenses: |_____|

7. Professional Association Memberships: |_____|

8. Civic/Volunteer Organization Activities: |_____|

9. Are you related to anyone on City Council? |_____|

10. Do you have any delinquent taxes, utilities, or other assessments owed to the City? |_____|

11. Do you have any pending claims or litigation against the City? |_____|

PLANNING AND ZONING COMMISSION AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Planning and Zoning Commission requires a two-year time commitment (meetings will be held approximately twice per month).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to cso@cstx.gov Use a subject line of "application" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.

ZONING BOARD OF ADJUSTMENT AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Zoning Board of Adjustment requires a two-year time commitment (meetings will be held approximately twice per month).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All Committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

SIGNATURE OF APPLICANT
(NOT REQUIRED FOR EMAIL SUBMISSION)

DATE

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to smashburn@cstx.gov.

Delivery Options

Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

Email

Please attach the saved form and send it to csso@cstx.gov Use a subject line of "**application**" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.