



Boards and Commissions

Membership Appointment Policy (Updated 09/01/20)

The Mayor and Town Council Members are very interested in you serving as a member of a Town of Little Elm board or commission. As an interested citizen and/or community leader, you can provide an invaluable service to the Town through your membership and participation. Board and commission members volunteer many hours annually, sharing their time and expertise, and learning more about the Town through their membership. Boards and commissions are established to offer citizens and business owners an extraordinary opportunity to participate in the Town's governmental affairs and influence public policy in many areas. The Town has several boards, commissions and committees that endeavor to reflect the varied interests of our Town's citizenry.

Some of the Town's boards and commissions are required and established by state law, while others result from provisions of the Town Charter or from local ordinances. A number of the bodies often exercise legal authority in some aspect of Town government. They address such subjects as planning, zoning, transportation, parks, libraries, buildings and airports. Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the Town Council.

Several boards and commissions have "sovereign authority," which means the Council has delegated some portion of its legislative authority to a citizen board. Indeed, the Town has several "sovereign" boards and commissions that have clear decision-making authority, such as the Town's Planning and Zoning Commission, Board of Adjustment, and Economic Development Corporation Board.

Advisory boards and committees are established to work with and through the Town staff to develop policies, procedures, and long range planning of projects that will affect that area of interest. The Town has a variety of advisory boards and committees, some of which are standing boards and committees (that remain in existence year round) and some of which are *ad hoc* boards and committees (which are created on an as-needed basis and which expire once the assigned work has been completed).

Members of the Town's boards and commissions are considered to be "officers" of the Town and, as such, are governed by several local and state guidelines and regulations that affect all boards and commissions, not the least of which is the state's laws governing Open Meetings, Open Records, Nepotism, and Conflicts of Interest. Moreover, members of Town boards and commissions are expected to conduct themselves, both on and off of the board or commission, so as to give no occasions for distrust or raise questions of integrity.

Our boards and commissions are examining many of the vital issues that face our Town, so you are encouraged to get involved and become a part of the solution. You have an opportunity to help maintain and improve the quality of life that we desire in Little Elm.

Appointment Process

Application forms for all boards, commissions, committees, and task forces can be accessed and submitted through the Town's website. Applications are considered current for 12 months after their original submittal, after which the application will be removed for consideration and a notice of such action mailed to the applicant. The applicant may reapply and submit a new application.

For those who are considering appointment to a board or commission, it is recommended that they contact the Town Secretary to receive information on the approximate time commitment required, as well as the meeting times and places.

All current members seeking re-appointment to their respective board, commission and committees must fill out and submit a new application to re-apply for that position.

Interviews for board and commission vacancies will be conducted with up to three (3) council members and up to two (2) board members (of the respective board) for each applicant. Any board member serving less than a full-term that is up for renewal would not have to re-interview.

Applicants must supply a separate application for each board or commission for each request for board membership.

Applicants may not be a current Town employee. However, the Town Council may appoint a staff member and/or a Council member to serve as a non-voting liaison on all boards or commissions.

Minimum Qualifications

Applicants to sovereign boards or commissions may not be related, within the first two degrees, to an existing board member of the same board or commission.

Applicants must be residents of the Town for at least six months prior to date of appointment to be considered for voting membership; non-voting ex-officio board memberships are available on some boards and commissions that may be open to non-Town residents. However, applicants applying for the Little Elm Chamber of Commerce Board of Directors may reside outside of Town limits if they own or operate a business within Town limits.

Applicants must be qualified voters in the Town at the time of appointment, except where provided by State law.

Applicants must not be in arrears to the Town of Little Elm for bills or taxes when proposed nor during their tenure on the board or commission. Failure to remedy such arrears, within five working days of written notification, will result in immediate and automatic disqualification for membership. A person is not disqualified from board service (not in arrears on Town taxes, water service charges or other obligations owed the Town) if the person has entered into an agreement (authorized by the Town, state law, or court order) to pay the obligation on a scheduled payment plan and is current on payment under the plan and in compliance with all terms and conditions of the plan.

Applicants must not be adverse parties to pending litigation or a claim against the Town or a Town

employee.

Applicants must not be employees or business associates of either an adverse party or a representative of an adverse party to pending litigation or a claim against the Town or a Town employee.

Applicants may not duly serve on multiple boards as a member or ex-officio, but may duly serve in a temporary ad-hoc capacity.

Applicants must submit to a drivers record and criminal history check prior to appointment; failure to retain a clear record (other than misdemeanor tickets) will result in immediate and automatic disqualification for membership.

Applicants must agree to attend sufficient meetings to fulfill their obligations to the board or commission; members who miss 3 consecutive meetings or 1/3rd of the regularly scheduled meetings in a 12-month calendar period (except for personal, family health related reasons, or as excused by the board or commission), will result in immediate and automatic disqualification for membership. Applicants must have a creditable record of attendance and performance in any previous board or commission service.

Applicants must show some degree of qualification or special interest for participation on the board or commission for which they have applied. Prior participation in Citizen Government Academy, Citizen Policy Academy, and/or Citizen Fire Academy is preferred.

Applicants representing outside agencies must meet the same qualifications as any sitting board or commission member; failure to comply will result in immediate and automatic disqualification for membership. Memberships proposed for representation of outside agencies will still require a prior presentation before the sitting board or commission for which they applied and concurrence of that board or commission before they may be considered by the Town Council.

Applicants must be present at the meeting when their membership is considered by the Town Council and must be prepared to answer any questions related to their membership application.

Meeting Information and Schedules

The following page is a list of meeting schedules for each board and commission for the Town of Little Elm. To confirm that the meeting date, time and place is accurate for this month's meeting, or to find out what items are on the respective agendas, please call the Town Secretary at 214-975-0404 or view the agenda on the Town's website.

Boards and Commission Meeting Schedules

Name	Status	Meeting Schedule	Council Liaison or Appointee	Town Staff
Board of Zoning Adjustment or Appeals	Sovereign	Generally meets 1 st Monday of each month, 6 p.m., Town Hall, 100 W Eldorado Parkway, Town Council Chambers	N/A	Planning and Community Service Manager, 214-975-0472
Community Development Corporation	Sovereign	Quarterly at 6 p.m., Little Elm Recreation Center, 303 Main St., 1 st Floor Conference Room	Lisa Norman	Parks and Recreation Director, 972-377-5564
Economic Development Corporation	Sovereign	Generally Second Monday of the month, 6 p.m., Town Hall, 100 W Eldorado Parkway, 2nd Floor Glass Conference Room	Michael McClellan	EDC Executive Director, 214-975-0455
Little Elm Chamber of Commerce Board of Directors				EDC Executive Director, 214-975-0455
Planning and Zoning Commission	Sovereign	First and Third Thursday of the month, 6:30 p.m., Town Hall, 100 W Eldorado Parkway, Town Council Chambers	Tony Singh	Planning and Community Service Manager, 214-975-0472
Tax Increment Financing Reinvestment Board, TIRZ 3, 4, 5, and 6	Sovereign	Meets as needed, 6 p.m., Town Hall, 100 W Eldorado Parkway, 1 st Floor Council Conference Room	N/A	Chief Financial Officer, 214-975-0450