



APPLICATION POLICY FOR SPECIFIC BOARDS AND COMMISSIONS AS OF OCTOBER 2022

I. PURPOSE AND SCOPE

The purpose of this policy is to establish uniform application procedures for advisory boards and commissions of the City. Board and commission members are selected by the City Council and serve at the pleasure of the Council, and will not be granted special privileges because of their appointment.

This policy applies to citizens appointed to specific boards such as Library, Planning & Zoning, Board of Adjustment, and Parks and Recreation or any future board that is appointed by the Mayor and Deer Park City Council. This policy does not apply to “ad-hoc” committees/boards. This policy does not apply to the appointments of a Councilmember made by the Mayor nor to appointments made by the City Council to external boards. An external board is defined as a board outside of the City of Deer Park organization ex: Houston-Galveston Area Council (H-GAC), Harris County Mayor and Council Association (HCMCA) and Texas Municipal Retirement System (TMRS).

II. MEMBER ELIGIBILITY

Applicant qualifications include the following:

- ▶ Must be a resident of the City for at least one (1) year
- ▶ Must be a qualified voter
- ▶ May not hold any other public office, including other council appointed board positions, except that of Notary Public or as a member of the armed services or National Guard
- ▶ Must not be in arrears in the payment of any taxes or other liability due to the City
- ▶ May not apply to serve on a board with their immediate family members
- ▶ Regular full-time City employees are not eligible unless required by State statute
- ▶ In the event that State statute requires certain qualifications, those qualifications shall be required
- ▶ To encourage citizen involvement, no person shall serve concurrently on more than one City of Deer Park board except that the Board of Adjustment board members serve as the Planning and Zoning Commission. The Deer Park City Charter prohibits dual office holding. Service as a City of Deer Park board member is considered an office and should a board member become a candidate for any other city public office then the candidate will not resign until elected.
- ▶ In addition to these eligibility criteria, the City Council may set specific skills and experience desired for each board.

III. APPLICATION PROCESS

Incumbents who are eligible and wish to seek another term will be given first opportunity to be re-appointed before new applicants are recruited. Applications will only be accepted for boards that have published openings.

Application forms shall be made available online at www.deerparktx.org and in the City Secretary's Office. The application shall solicit information about the applicant's background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which they are applying. In addition to the completed application, applicants are encouraged to submit a short bio or resume. Applicants may apply for more than one board; however, no person shall serve concurrently on more than one board.

All qualified applicants must complete an application form (Exhibit A) and a signed consent for felony background history authorization form (Exhibit B) to the City Secretary's office prior to the advertised deadline. Applications will only be accepted for boards that have published openings. Applicants will be interviewed by members of the City Council or a committee appointed by the City Council prior to appointment if deemed necessary.

Applications are considered current for one year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant is required to submit a new application.

The Committee will strive to achieve a balance of:

- Qualified applicants covering the range of qualifications specified for the board;
- Experienced and new members

IV. RECRUITMENT

Beginning in February for terms expiring in May (that have open positions), advertising of vacancies for terms expiring in May will occur beginning in February and the period of recruitment will end the first Friday of April and advertising for terms expiring in December that have open positions), will occur beginning in September and the period of recruitment will end the first Friday in November. The Committee will review, select and interview new and qualified candidates and make a recommendation to the City Council if incumbents have not selected to continue for a new term.

Citizen involvement may be solicited in a variety of ways but not all ways listed may be used including, but not limited to:

- | | |
|--|----------------------------|
| * posting of notice on official bulletin board | * press releases |
| * utility billing inserts | * city E-news |
| * website advertisements | * social media resources |
| * DPTV public service announcements | * nomination by invitation |

All recruitment efforts will highlight the deadlines for application receipt. Candidates chosen by the Committee for interview will be provided a schedule of dates for the interviews and the expected date of action on appointment by City Council.

V. TERM OF OFFICE

Board members serve for a staggered term of two years with the exception of the Recreation Commission and the members who serve a consecutive two-year term. Terms expire on either May 31 or December 31 of the year. In the event that appointments are not made prior to the expiration of the member's term, the board member will continue to serve until appointments are made. Members shall be appointed for terms of two (2) years, and may be removed at any time by the City Council. Terms of office will be staggered so approximately one-half the

membership at any time has experience.

Citizens are appointed to serve on a board at the pleasure of the City Council. The City Council retains the right to replace any appointed member at any time and for any reason. Board members are appointed for a limited purpose and time and once the assigned term of office is completed, they are excused from this appointment unless the City Council selects them for another term of service in accordance with the adopted policy for board service.

VI. MID TERM APPOINTMENTS

Occasionally a board member may be unable to finish his or her term or will be removed by the City Council prior to the term ending. In such cases, the vacant position must be filled by a mid-term appointee who will serve out the remainder of the term. Instead of soliciting applicants again, the Committee may refer to the applicant pool kept by the City Secretary's Office. Currently that office holds all applications for one year, and maintains a chart of interviews conducted during the past three appointment years. If the current pool is deemed too small to accommodate the vacant position(s), or the respective Committee wants to consider additional applications, a new application solicitation campaign could take place in the same manner as the typical annual recruitment process. In the event a vacancy occurs prior to the expiration of a full term, the City Council may appoint a new member to complete the unexpired term. A member of a board or commission ceasing to reside in the city limits of Deer Park during his or her term of office shall immediately forfeit his or her position.

VII. FELONY BACKGROUND

As a representative of the City of Deer Park and due to the nature of the business and associations performed by each Board and Commission member, a felony background verification will be conducted on all new applicants effective with the adoption of this policy. (December 20, 2011)

As of the adoption of this policy, all current members are grandfathered, and a felony background verification will not be conducted when applying for re-appointment.

However, any current member who is re-appointed for a new two-year term after the adoption of the policy will be required to notify the City Secretary within ten (10) days of any charge for a felony or crime of moral turpitude during their term. A member failing to notify the City of such charges will be automatically terminated. A member who is charged and makes the required notification will be on suspension from the Board pending final judgment.

VIII. APPOINTMENT PROCESS

Council Nominating Committee

At the first Council meeting in April (May term) or November (December term) the Committee, to consist of up to three Council members, shall be recommended for appointment by the Mayor with concurrence through a motion of the full City Council.

The Committee is charged with screening applications, conducting interviews and making recommendations of appointment for advisory boards and quasi-judicial boards. With the

concurrence of the applicant, the Committee may consider the applicant for service on another board if the Committee determines that the skills and competencies of the applicant are more suited for service on that board.

The Committee shall evaluate each applicant for each vacant position considered for appointment. The Committee shall make its recommendations to the full Council. When the entire Council is reviewing the committees' selections in the final step of the process, open meeting rules shall be enforced.

NOTE: All information provided is public and subject to the Texas Public Information Act (Government Code Chapter 552)

This policy was updated and approved by the board October 2022.



Application for Appointment to City Boards and Commissions

Name of Board or Commission to which you are applying:

- Library Board Trustees
- Parks and Recreation Commission
- Planning and Zoning Commission/Board of Adjustment

Name: _____
(Title) (Last) (First) (Middle)

Residence Address: _____
(Street) (City) (State) (Zip)

Mailing Address: (If different from above)

(Street) (City) (State) (Zip)

Preferred Phone and Fax: _____
(Phone) (Fax)

Email Address: _____

Occupation: _____

Employer: _____

Are you a registered voter in the City? Yes No

Are you a resident of the City? Yes No Length of residency: _____

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board and Commission to which you seek appointment?

Yes No If yes, explain: _____

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

Yes No If yes, explain: _____

Convictions: Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance? Yes No If yes, give details. Do not include traffic violations.

Name: _____

BACKGROUND

Education: ____ High School ____ College - Course Study: _____

____ Other - explain _____

Professional: _____

Areas of Interest: _____

Position and Dates of Volunteer Experience/Community Service:

Please specify membership and give title and dates, and/or employment with all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities on any other government Board or Commission that you have held. Additional information may be attached.

Organization: _____

Title: _____ Dates: _____

Organization: _____

Title: _____ Dates: _____

Reasons for seeking appointment: Please attach a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a resume or additional information.

I have read and understand the instructions and appointment process. I certify that all statements that I have made on this application and other supplementary materials are true and correct. I hereby authorize the City of Deer Park to investigate the accuracy of this information from any person or organization, and I release the City of Deer Park and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Signature

Date



Consent for Felony Background History Authorization/Waiver/Indemnity Form

Each volunteer applicant who is to be screened must sign a consent for felony background history authorization/waiver/indemnity form, giving approval for the City of Deer Park to perform a felony background search.

I authorize any duly authorized agent of the City of Deer Park to conduct a review of and obtain full disclosure of all records relating to my felony background record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part to determine my eligibility for a volunteer position with the City of Deer Park. I also understand that as long as I remain a volunteer with the City of Deer Park, the felony background check may be repeated at anytime. I understand that I will have an opportunity to review the background and a procedure is available for clarification, if I dispute the record received.

I, the undersigned, do, for myself, my heirs, my executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Deer Park and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer.

Applicant Name: _____

Applicant Address: _____

Date of Birth _____

Social Security # _____

Driver's License Number _____

State of Issue _____

Signature

Date

Subscribed and sworn to before me, by the said _____,
this _____ day of _____, 20____ to certify which witness my hand and seal of
office.

Notary Public in and For Harris County, Texas

S E A L

FILE COMPLETED APPLICATION FORM WITH CITY SECRETARY'S OFFICE BY DEADLINE
City of Deer Park - City Secretary Department - P. O. Box 700 - Deer Park, Texas 77536
(Original copy will be on file in the City Secretary's office for 12 months)