

CITIZEN BOARD, COMMISSION AND COMMITTEE APPOINTMENTS

I. PURPOSE.

This Policy establishes the procedure for the appointment and reappointment of citizens interested in serving on Boards, Commissions and Committees for the City of Killeen.

II. TIME OF APPOINTMENT.

All appointments and shall be made by the City Council prior to October 1st of each year, for all positions to be filled that year. (Code of Ordinances, sec. 2-116)

III. REVIEW OF APPLICATIONS.

Staff will compile and present all applications for appointment to citizen boards, commissions and committees to the City Council at the specified workshop meeting, and two weeks before the workshop via electronic delivery.

IV. APPOINTMENT SUBCOMMITTEES.

Some citizen boards, commissions and committees have appointment subcommittees consisting of two Councilmembers. It is the responsibility of the subcommittee members to review and discuss applications for the board, commission or committee for which they are a subcommittee member, and reach a consensus regarding which applicant(s) to recommend to the full Council as the most qualified to fill a position. This decision should be made prior to the workshop at which appointments are scheduled to be discussed.

The following boards, commissions and committees have appointment subcommittees: BOA-Construction, BOA-Fire Prevention, BOA-Airport Hazard, BOA-Zoning, Killeen Volunteers, Inc., Senior Citizens Advisory, Bell County Health District.

V. FULL COUNCIL APPOINTMENTS.

Some citizen boards, commissions and committees do not have appointment subcommittees. For these committees, appointments are made after the full Council has reviewed the appropriate applications and had the opportunity to discuss applications in a workshop meeting. Consensus regarding which applicants are the most qualified to fill a position will be reached during a workshop meeting. If necessary, appointment decisions will be reached through a nomination process.

The following boards, commissions and committees do NOT have appointment subcommittees: Animal Advisory Committee, Arts Commission, Community Development Advisory Committee, Heritage Preservation Board, Killeen Economic Development Committee, Killeen Sister Cities, Planning & Zoning Commission, TIRZ #2 Board, Killeen-Temple Metropolitan Planning Organization (KTMPO)

VI. TERM LIMITS.

To encourage broad citizen participation, no person may be appointed to serve more than six consecutive years, excluding unexpired terms, on a particular board, commission, or committee. This limitation does not apply if a particular position requires specialized knowledge, licenses, or certifications and no other qualified and interested person is available, or for other good cause found by the Council and specified in the appointment resolution. (Code of Ordinances, sec. 2-117)

VII. CRITERIA FOR APPOINTMENT.

When determining the most qualified applicant, Council should consider the following information:

- a. Date of application;
- b. Primary residence—is applicant a City of Killeen resident or does applicant live in the ETJ? Is residency a requirement for the position?
- c. Is applicant currently serving on other boards, commissions and/or committees?
- d. Does applicant have specialized knowledge, licenses or certifications that are helpful or required for the position?
- e. If applicant is being considered for reappointment, is such reappointment prohibited by term limits?
- f. If applicant is being considered for reappointment, has applicant maintained a good record of attendance?

VIII. RESPONSIBILITY AND AUTHORITY.

This Policy will be reviewed annually by the City Council. Upon completion of the review, the City Council will adopt a resolution stating that it has reviewed the Citizen Board, Commission and Committee Appointment Policy, and the outcome. Periodic revisions to the Policy will also be approved by resolution of the City Council.

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