

City of Electra

BOARDS & COMMISSIONS

What do I need to know to serve on a City Board?



Boards/commission Information

- Individual board/commission duties and responsibilities
- City Board Appointment Policy
- Notice of Interest Form

Revised June 2010

ELECTRA CITY COMMISSION 2010-11

Tom Delizio
Mayor

Janice Cranford
Place 3

Curtis Warner
Place 1

Margie Scott
Place 2

Pam Ward
Place 4

City Commission

COMPOSITION AND TERMS:

COMPOSITION: Five (5) members

CHAIR: Mayor, elected at large by voters

TERMS: Two (2) Years

CITY DEPARTMENT: Administration

Duties and Responsibilities:

The City commission shall enact all ordinances and resolutions, and adopt all regulations; and constitute the legislative and governing body of the City. The City Commission holds regular meetings twice monthly on the 2nd and 4th Tuesday of each month at 5:00 p.m. or as otherwise prescribed by ordinance or resolution. Special meetings may be called by the Mayor or any two (2) City Commissioners, at any time deemed advisable. The City Commission shall determine its own rules and order of business, and shall keep a journal of its proceedings in a permanently bound book, and any citizen shall have access to the minutes and records thereof at all reasonable times. Any three (3) members of the City Commission shall constitute a quorum for the transaction of any business, and the affirmative vote of three (3) members shall be sufficient and necessary to adopt or repeal any ordinance or resolution. All members of the City Commission present at a meeting shall vote upon every question, ordinance or resolution, which shall be entered into the minutes. Any commissioner refusing to vote shall be entered in the minutes and counted as a vote in the affirmative. City Commission elections are held the second Saturday of May each year.

Administrative Staff

Stephen Giesbrecht
City Administrator

Tracey Lowe
City Secretary

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Animal Shelter Advisory Commission

COMPOSITION AND TERMS:

COMPOSITION: Four (4) members

CHAIR: Elected by the Advisory Board

TERMS: Two (2) Years

CITY DEPARTMENT: Police Department

Duties and Responsibilities:

The Animal Shelter Advisory Commission is an advisory board to the City Commission. It may establish its own rules and regulations for its meetings and proceedings. Its recommendations may be presented to the City Commission as needed. The Animal Shelter Advisory Commission shall advise the City Commission and make recommendations on the following matters:

1. Issues of animal abuse, cruelty, nuisance or any conditions that may directly or indirectly affect animals.
2. Making recommendations to the Mayor of the city as to necessary ordinances concerning the care, treatment and control of animals.
3. Reviewing the operations of the Electra Animal Shelter holding pens and the procedures used at the facility and with affected animals.

Building Commission

COMPOSITION AND TERMS:

COMPOSITION: Three (3) members

CHAIR: Elected by the Building Commission

TERMS: Two (2) Years

CITY DEPARTMENT: Code Enforcement

Duties and Responsibilities:

The Building Commission shall hear appeals and make original judgments on issues related to dilapidated property and unsightly weeds, litter or other debris for properties located within the city limits of Electra. This commission has the authority to issue repair and/or demolition orders for property and can instruct the City's Code Enforcement Official to issue formal complaints and citations.

MEETINGS: The Building Commission will hold regular meetings as scheduled by the Chair of the Commission or the City of Electra Code Enforcement Official.

Business Development Corporation Board

COMPOSITION AND TERMS:

COMPOSITION: Seven (7) members

CHAIR: Elected by Corporation Board

TERMS: Three (3) Years

CITY DEPARTMENT: Main Street/Economic Development

Duties and Responsibilities:

The Business Development Corporation is responsible for making recommendations to the City Commission on issues related to economic development within the City of Electra. The Corporation is the recipient of 4B sales tax money and charged with using these funds to help promote and grow the City of Electra and its economy.

Cemetery Board

COMPOSITION AND TERMS:

COMPOSITION: Six (6) members

CHAIR: Elected by the Cemetery Board

TERMS: Two (2) Years

CITY DEPARTMENT: Cemetery

Duties and Responsibilities:

The mission of the Cemetery Board is to provide advice and input to the City Commission on the ongoing operation of the Electra Cemeteries. This includes working with any volunteer groups providing cemetery beautification and coordinating burial records with the official funeral home for the Cemetery.

Design Review Board

COMPOSITION AND TERMS:

COMPOSITION: Seven (7) members

CHAIR: Elected by Design Review Board

TERMS: Two (2) Years

CITY DEPARTMENT: Main Street Electra/ Economic Development

Duties and Responsibilities:

The Design Review Board is appointed by the City Commission to administer provisions of the City Ordinance 87-10, creating the Downtown Historical District. The ordinance provides for review of plans for exterior changes to property within the nine block area in downtown Electra, prior to the issuance of a building permit. The Board is charged with preserving the architectural and historic character of the District through the design review process, and with recommending properties for designation as local historic landmarks to the City Commission when appropriate.

MEETINGS: The board meets at the call of the Chair as needed based upon applications for design review from City Hall or the Main Street Office.

Electra Service Corporation Board

COMPOSITION AND TERMS:

COMPOSITION: Nine (9) members

CHAIR: Elected by Corporation Board

TERMS: Three (3) Years

CITY DEPARTMENT: Senior Citizens Center

Duties and Responsibilities:

The Electra Service Corporation Board strives to provide opportunity to enhance the lives of the older citizens of Electra through providing basic support services enabling the community's elderly to maintain their independence and remain in their own homes. In addition, the Board works through the Director to provide educational and recreational opportunities for enriching the lives of older adults. The Board, through the Director, works with local and regional agencies such as the Meals on Wheels Program, to provide a congregate lunch program, and transportation for medical appointments and shopping needs.

MEETINGS: The Board meets quarterly on the third Monday of January, April, July and October. Special Meetings are called as necessary.

Hotel/Motel Tax Advisory Board

COMPOSITION AND TERMS:

COMPOSITION: Five (5) members

CHAIR: Elected by Advisory Board

TERMS: Three (3) Years

CITY DEPARTMENT: Administration

Duties and Responsibilities:

The Hotel/Motel Tax Advisory Board is responsible for advising the City Commission on recommended use of Hotel/Motel Tax funds that when used will increase tourism in the City of Electra.

MEETINGS: The Board meets as called by the City Secretary or Chair of the Board.

Housing Authority Board of Directors

COMPOSITION AND TERMS:

COMPOSITION: Six (6) members

CHAIR: Elected by Board of Directors

TERMS: Two (2) Years

CITY DEPARTMENT: Administration

Duties and Responsibilities:

The Housing Authority Board was created by resolution of the City of Electra City Commission. The Mayor appoints members of the Housing Authority Board who serve voluntarily as the policy-making body for the Electra Housing Authority. Once appointed, this Board serves and functions autonomously from the City Commission.

The main purpose of the Electra Housing Authority Board is to provide safe, decent and sanitary housing for low income families throughout Electra. While providing this service, the Housing Authority also works towards providing home ownership opportunities and self-sufficiency for these families. The Electra Housing Authority also promotes drug abuse elimination and prevention, and healthy lifestyles for housing assistance participants.

MEETINGS: The Housing Authority board meets on the third (3) Thursday of each month. Special meetings are called as necessary.

Main Street Advisory Board

COMPOSITION AND TERMS:

COMPOSITION: Seven (7) members

CHAIR: Elected by Advisory Board

TERMS: Three (3) Years

CITY DEPARTMENT: Main Street/Economic Development

Duties and Responsibilities:

The mission of the Main Street Program is to foster revitalization and preservation of historic Electra by organizing community efforts to:

- Assure quality design of public spaces and private properties.
- Encourage economic vitality through business retention, recruitment and development.
- Promote Electra and its economy through activities that instill community pride and welcome visitors.

The Main Street Advisory Board envisions downtown Electra as a regional destination where visitors and locals will celebrate the city center as the vital core of the community rich with history, commerce, entertainment, and educational opportunities.

The Main Street Advisory Board works directly with the Main Street Director to facilitate volunteer efforts and to advise the City Commission on downtown issues.

MEETINGS: The Main Street Advisory Board will meet on the second (2) Thursday of each month. Special meetings will be called as necessary.

Planning and Zoning Committee

(This is a new committee that will initially be responsible for helping the City to develop a comprehensive zoning ordinance and land use map. It is expected that the initial committee will have 6-12 members from the community.)

COMPOSITION AND TERMS:

COMPOSITION: Five (5) members

CHAIR: Elected by Committee

TERMS: Two (2) Years

CITY DEPARTMENT: Code Enforcement

Duties and Responsibilities:

The Planning and Zoning Committee has the power and duty to:

1. Advise the City Commission and make recommendations concerning adoption of or amendments to the City's Comprehensive Plan and implementation thereof.
2. Serve as an advisory body to the City Commission concerning adoption of, or amendments to, the zoning regulations and zoning map and to make recommendations thereon.
3. Call public hearings to determine proper zoning for a tract of land or for an area.
4. Undertake such actions as are necessary to exercise its delegated powers, as indicated by adopted ordinance.

MEETINGS: Upon adoption of the Zoning Ordinance, the Planning and Zoning Committee will hold meetings as needed.

Public Library Advisory Board

COMPOSITION AND TERMS:

COMPOSITION: Nine (9) members (seven appointed, plus the Mayor and School Superintendent)

CHAIR: Elected by Advisory Board

TERMS: Two (2) & three (3) year alternating terms

CITY DEPARTMENT: Library

Duties and Responsibilities:

The Public Library Advisory Board shall be consulted regarding advice on library policy and the administration of the library. In no event shall the library advisory board make any obligation of funds. It is the function of the Public Library Board to plan future growth and priorities of the library, plan active community awareness programs; support the library and its policies and the public and its right to information. The Public Library Board works closely with the Public Library Director or his/her designee.

MEETINGS: The Public Library Board meets in October and April. Special meetings may be called by the Chair or by a simple majority of the Board.

Boards, Committees, and Commissions
City of Electra
Administrative Policy

Effective December 16, 2008

The various Boards, Committees, and Commissions of the City of Electra are important to the City. They provide diverse input to Electra's elected officials and administrative staff, as well as a grass roots view of municipal regulations and the regulatory process.

Boards/Committees/Commissions: All City board and commission members shall be appointed by a majority of the members of the City Commission. Appointments are made in open session.

Terms: All board and commission members shall serve either a full term on the designated board/commission or the unexpired term of a member to fill a vacancy. All members shall serve at the will of the City Commission. Board/commission terms are set by the City Commission. To keep diversity, it is recommended that no member shall serve more than eight consecutive years on the same board or commission or on more than two (2) separate boards/commission at the same time.

Notice of Interest: The City Secretary will maintain information regarding the duties and responsibilities of each board to be provided to prospective applicants. A written "Notice of Interest" (form available at City Hall) must be made for consideration of appointment to a board. When an appointment is made, the appropriate staff person will notify the appointee in writing of their appointment within seven (7) working days. The City Secretary will keep all original applications on file for at least two (2) years.

Advertisement of board/committee positions: City staff will request newspaper publicity on available board/committee positions as they come available.

Mayor and City Commission: The appointment of individuals to serve on the various boards, committees and commissions is the responsibility of the City Commission. City Commission members are encouraged to solicit applications from citizens who may have a particular interest or qualifications for specific boards. City staff will acknowledge and respect the right of the Mayor and City Commission to make board, committee and commission appointments. City staff **will not** participate in any activity in support of, or opposition to any of the applicants.

Notice of Interest for Service on City Boards and Commissions

Name _____ Phone(W) _____ (H) _____

Home Address: _____

I am interested in being appointed to the following board or commission:

- | | |
|----------------------------------|-----------------------------------|
| _____ Animal Shelter | _____ Electra Service Corporation |
| _____ Building Commission | _____ Hotel/Motel Tax Board |
| _____ Business Development Corp. | _____ Housing Authority |
| _____ Cemetery Board | _____ Main Street Board |
| _____ Design Review | _____ Planning and Zoning |
| _____ Public Library Board | |

I have the following interest and/or educational background that qualifies me to serve on this board:

Please mail or fax form to

City Secretary
 101 N Main
 Electra, TX 76360
 Fax 940-495-3025
 Phone 940-495-2146

 Signature Date