

CITY OF LAKE JACKSON

HANDBOOK



BOARDS
COMMISSIONS
COMMITTEES



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INTRODUCTION

The City of Lake Jackson City (“City”) is a home-rule municipality, thereby giving the City the power of self-governance. City Council is comprised of five (5) Council members and a Mayor, who have two-year staggered office terms. Council members and the Mayor carry out legislative responsibilities, such as identifying the needs of the City, developing programs that satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the City Council. The City of Lake Jackson operates under a Council-Manager form of government, in which the City Manager is responsible for ensuring that City Council policies are effectively implemented. The job of the City Manager and staff is to assist with the implementation and ongoing function of the policies and procedures set forth by the City Council and manage the day-to-day operations of the City.

In recognition of the important civic commitment of any citizen serving the City, we have prepared this handbook to assist members in performing their duties. The handbook explains the composition and responsibilities of all boards, commissions, and committees to educate the Lake Jackson community about opportunities for community service. The work done by volunteer citizens serving on Boards, Commissions, and Committees is a vital part of the City's successful functioning, as it helps support the City Council's goals and objectives.

APPOINTMENTS

The City Council appoints members in June of each year. Any citizen interested in serving on a board or commission should fill out an application and submit it to the City Secretary's office. Questions regarding board, commission, committee service, or volunteering should be directed to the Office of the City Secretary at (415) 415-2401 or (979) 415-2403. Thank you for your willingness to serve. We hope your service to the City of Lake Jackson will be rewarding and fulfilling.

BOARDS AND COMMISSION DEFINED

The City of Lake Jackson (“City”) values volunteer residents' input on boards, commissions, and committees. The City has various kinds of Boards, Commissions, and Committees, including but not limited to:

- (1) **Advisory Boards, Commissions, and Committees.** These boards serve in an advisory capacity to the City. They make recommendations to the City, but the City Council makes final decisions.
- (2) **Decision-making Boards.** Decision-making Boards are usually quasi-judicial boards empowered to make decisions and rulings on behalf of a governing body.

Lake Jackson Advisory Boards, Commissions, and Committees (Non-Decision Making).

As of this publication, the City of Lake Jackson has eight (8) Advisory Boards and Commissions. These entities play an important role in keeping the City of Lake Jackson government accountable and transparent to the citizenry and assist in providing ideas, feedback, and suggestions, and may serve as a sounding board for proposed policies or procedures. Current non-decision-making Advisory boards, commissions, and committees found within the City of Lake Jackson are as follows:

Lake Jackson Advisory Boards, Commissions, or Committees.

Lake Jackson Development Corp.	Traffic Commission	Keep Lake Jackson Beautiful
Parks and Recreation Board	Library Board	Hotel Occupancy Tax Committee
Charter Review Commission	Museum Board	

Lake Jackson Decision-Making Boards or Commissions.

As of this publication, the City of Lake Jackson has three (3) Decision-Making Boards:

Planning Commission

Dangerous Structure Determination Board (DSDB)

Zoning Board of Adjustments (ZBA)

Open Meetings.

All Boards and Commissions shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act (OMA). This includes posting notices and agendas to adequately inform the public of the time, location, and substance of business to be discussed. A quorum of the Board must be physically present to conduct a meeting. All discussions and decisions must be made at the meeting. Private discussions about the board’s business violate the Open Meetings Act.

APPOINTMENT PROCESS

Application Process.

Citizens interested in serving on a board, commission, or committee can obtain an application from the City Secretary's Office at City Hall or the City's website. The completed application can be submitted directly to the City Secretary.

Appointment Process.

The City Council makes appointments to City of Lake Jackson boards, commissions, and committees and considers applications to these entities during regular City Council meetings.

Notice of Appointment.

After the City Council appoints a person to serve as a board, commission, or committee member, the City Secretary will notify the appointee in writing of the appointment. Re-appointments will be notified by email.

Eligibility and Qualifications.

The City Council seeks qualified people to serve on boards, commissions, and committees. The qualifications required to serve on a particular board, commission, or committee are determined by the City of Lake Jackson's Code of Ordinances and Policy or by the State Law that established the board, commission, or committee.

Appointments to boards, commissions, or committees with eligibility requirements must be made by the governing City ordinance or State statute/s. Board, commission, and committee members must continue to meet the eligibility requirements throughout their service. If a member cannot maintain the requirements, their position will be deemed vacant automatically.

Oath of Office.

All boards, commissions, and committee members are administered an oath of office upon appointment. The City Secretary or a Notary Public for the State of Texas may administer the oath.

Open Meetings Act Training.

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

Public Information Act Training.

Upon appointment, each new board, commission, or committee member is encouraged to complete the Public Information Act Training provided by the State of Texas Attorney General within ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEE MEMBERS

In General.

It is an honor to be selected as a City board, commission, or committee member, and serving in this capacity provides a unique opportunity for genuine public service. Although each body's specific duties vary widely, certain responsibilities 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 be informed of the purpose and operating procedures of the individual board, commission, or committee.
- (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 liaisons between the City and its citizens and can help reconcile opposing viewpoints and build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and the City, presenting recommendations and providing a channel for citizen expression.
- (5) Members shall review their agenda packets before meetings and contact City staff with any questions. Where possible, members should personally view situations (e.g., visit sites or view geographical issues) under consideration before the meeting to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on a thorough review of the agenda item will strengthen the value of the group's recommendations.
- (6) Establishing a good working relationship within the group is essential for the group's effectiveness. These relationship aspects include respecting individual viewpoints, allowing other members time to present their views thoroughly before making comments, being open and honest, and welcoming new members.
- (7) The City Council is a nonpartisan body. Therefore, its appointments to boards, commissions, or committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, they should not attempt to use or involve their board, committee, or commission membership in outside political activities.

Working with City Staff.

Each board, commission, or committee member works with City staff and the designated department staff assigned to that board, commission, or committee. City staff provide general assistance, such as preparing agenda materials and reviewing department programs and activities and perform limited studies and other services.

Texas Open Meetings Act (TOMA).

The Texas Open Meetings Act (TOMA) requires that every meeting of the boards and commissions be open to the public. In Lake Jackson, all boards, commissions, and committees follow the procedures for open meetings. Further,

- (1) A posted notice of a meeting is required. 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 for the public at least three (3) business days before the date of the meeting. Only those matters posted can be discussed and acted on by the governmental body.
- (2) All discussions, actions, decisions, and votes must be made in meetings that are open to the public.
- (3) Minutes must be prepared and state the subject of each deliberation and indicate each vote, order, decision, or action.

Penalties – A fine of not less than \$100 nor more than \$500 or imprisonment in the county jail for not less than one (1) month nor more than six (6) months, or both fine and imprisonment, can be imposed for violating the provisions of the Open Meetings Act or conspiring to circumvent the requirements of the Open Meetings Act.

GENERAL INFORMATION

Advisory Boards, Commissions, and Committees.

- (1) The construction of authority and governance of all processes and procedures concerning boards, commissions, and committees shall be:
 - (a) The United States Constitution and statutes of the United States of America.
 - (b) The Texas Constitution and statutes of the State of Texas.
 - (c) The City Charter of Lake Jackson, Texas.
 - (d) The City of Lake Jackson, Texas Code of Ordinances.
 - (e) resolutions of the City Council of the City of Lake Jackson, Texas.
- (2) A majority vote of the City Council may remove board members. **If a board member is absent from three consecutive meetings, they could be deemed to have resigned.**

Meetings Shall be Public.

Boards, commissions, and committees shall follow the letter and the spirit of the Texas Open Meetings Act. Accordingly, meetings shall be public, and all boards, commissions, and committees shall adhere to requirements established by the Texas Open Meetings Act.

Role of the Chairperson.

The chairperson (Chair) is responsible for providing leadership to the group by presiding over its meetings and ensuring its smooth operation. The Chair is selected by a majority vote of the board, commission, or committee.

The Chair ensures the smooth operation of the board, commission, or committee. It must ensure that the meeting is run by the rules, yet democratic enough to utilize the position's power and authority wisely. The Chair's ability to manage meetings effectively will significantly impact the group's success. An effective Chair must ensure that discussions remain focused and do not get sidetracked on irrelevant issues.

Role of other officers.

A Vice-Chair may be selected by a majority vote of the board, commission, or committee members, and the role of the Vice-Chair is to preside in the absence of the Chair. In case both the Chair and the Vice-Chair are absent from a meeting, the remaining membership may appoint an Acting Chair to preside over the meeting.

Records of Meetings.

The City Secretary shall keep written minutes of all Board meetings. Minutes of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the Board. The official minutes, at a minimum, shall include:

- (1) Action taken by the Board.
- (2) The text of all main motions, as amended.
- (3) The results of the vote as to whether the motion was “passed” or “failed.”
- (4) A record of the Board Member who made the motion, the Board Member who seconded the motion, any Board Member who moved to amend the main motion, and how each Member voted on the item.
- (5) The board may, by majority vote, request to add or amend minutes as the board deems appropriate.

The City Secretary or their designee will assemble and maintain a record of board agenda packets and deliver them electronically to the board members before the Board meeting.

MEETING RULES OF PROCEDURE

Parliamentary Procedure.

- (1) *Duties of the Presiding Officer.* The chair shall be the Presiding Officer of a board. The Chair shall preserve strict order and decorum at all board meetings. The Chair shall sign all official documents adopted by the board in their presence. In the event of the chair's absence, the Vice-Chair or Acting Chair shall sign documents as adopted, respectively.
 - a) The Chair shall preside with fairness and impartiality and maintain absolute neutrality by posture, demeanor, action, and language during all meetings. The Chair, Vice-Chair, Acting Chair, or any board member shall not:
 - i. Restrict orderly speech, in any way, of any board member or City staff presentation of any item on the agenda.
 - ii. Restrict orderly speech, in any way, of any board member or City staff member discussing any item on the agenda.
- (2) *Board Deliberations.* The Chair is responsible for controlling the discussion and the order of speakers. Board members will generally be called upon in the order of the request to speak. However, the privilege to speak shall typically begin with the moving party or individual who sponsored the item on the agenda, respectively. A board member may not be recognized to speak subsequently until each board member has had an opportunity to talk. A board member holding the floor may address a question to another board member, and that board member may, should they choose, respond to the question while the floor is still held by the board member asking the question.
- (3) *Obtaining the Floor.* Any member of the board wishing to speak shall first request the floor from the Chair. The Chair shall recognize any board member who seeks the floor when appropriately entitled to do so.
- (4) *Motions.* Motions may be made and seconded by any member of the board.
- (5) *Amendments to Motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon before acting on the main motion. No motion other than the agenda item under consideration shall be admitted as an amendment. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (6) *Motion to Table.* A motion to table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next board agenda.

- (7) *Call for the Question, Previous Question, Calling for a Vote.* Any board member may Call for the Question to request that the discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A Call for the Question shall not be used to limit constructive feedback or debate about the discussion.

Agenda.

- (1) By written request, the Chair, the City Manager, or the City Secretary may place an item on a board agenda. In addition, designated City staff representatives and Department Heads may add items to a board agenda.
- (2) The agenda and backup documentation should be provided to the board, commission, or committee three (3) business days before the date of the meeting.

Rules for Attendance at Regular Meetings of Boards, Commissions, or Committees.

- (1) All board, commission, or committee members are expected to attend meetings to ensure the community is well represented. Attendance is essential to the board, commission, or committee.
- (2) **Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within 12 months shall be deemed to have automatically vacated his or her position on the board.**
- (3) A board member who will not be able to attend a regular board meeting shall make a reasonable effort to notify the Chair or the Office of the City Secretary before the meeting.

Voting.

- (1) All board members, including the Chair of the Board, shall have the privilege of voting, except when the approved board, commission, or committee guidelines dictate otherwise. No member or board officer shall have the power of veto.
- (2) When a vote is called, every board member present shall vote either "Aye" or "Nay" or shall abstain. To ensure clarity about the position of each board member during a vote, the Chair shall ask for a positive statement from those in favor of a motion by stating "Aye" or raising their hand, those not in favor of a motion by saying "Nay" or raising of their hand, and those who abstain from voting by stating "Abstain" or raising of their hand.
- (3) *Silence Constitutes Affirmative Vote.* Unless a board member states that they are not voting or that they abstain, their silence shall be recorded as an affirmative vote.

- (4) *Conflict of Interest.* A board or commission member shall disclose any actual or potential conflict of interest, including financial, potential conflicts based on personal opinions or affiliations, or business interests, that may arise in connection with any matter coming before the board. If a conflict exists, the member must abstain from voting on the matter and shall disclose the nature of the conflict to the board chair for appropriate handling.
- (5) On the request of the Chair, a City staff member, or a board member, a roll call vote shall be taken. After the result of a vote is announced, a board member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present before the adjournment of the meeting.

Order of Business.

The order of business for board meetings is listed below. Occasionally, an informational page on the agenda may be established and amended to explain meeting information, processes, and procedures.

AGENDA

1. Call to Order
2. Approval of Minutes of the previous meeting
3. Public Comments
4. Public Hearings
5. Information or Discussion items
6. Adjournment

MEETING RULES OF DECORUM

Decorum.

By Board Members. While the board is in session, board members must preserve order and decorum. A board member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the board, disturb any member while speaking, or refuse to obey the orders of the board or its Chair, except as otherwise provided.

By Attendees. The Chair will immediately suspend speaking privileges for any person making personal, impertinent, or slanderous remarks or who becomes boisterous while addressing the board unless permission to continue is granted by a majority vote.

Reactions from the audience following the recognition and reward of citizens and special guests are considered appropriate and encouraged. Disruptive verbal and nonverbal responses from the audience during staff presentations to the board and debates between board members are inappropriate and are not permitted. The Chair will ensure that the decorum of the meeting is maintained and that it remains appropriate.

The City does not intend to provide a platform for demeaning any individual or group. Neither is it the intention of the board to allow a member or members of the public to insult the honesty and integrity of the board as a body, the proceedings of the board, or any member or members of the board, individually or collectively. Therefore, the Chair and board will endeavor to ensure that meetings are conducted courteously and in an atmosphere free of defamation, intimidation, personal insults, profanity, or threats of violence.

Members of the public shall not engage in any of the following in the meeting room during a board meeting:

- (1) Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
- (2) Defamation, intimidation, personal insults, profanity, or threats of violence.
- (3) Booing, hissing, foot-stomping, ripping of paper, parading, signing, or other similar behavior that impedes or disrupts the orderly conduct of the meeting.

Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the board on how to conduct a meeting properly. The Chair and the Board have the formal authority to determine what is or is not in order, out of order, or the correct way to conduct the board's business. The Chair, any board member, and City staff are the only individuals permitted to call a point of order or recommend how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.

Audience Participation.

At meetings of boards, commissions, and committees, the business of Lake Jackson is conducted by the members of the board and by those members of the staff, elected officials, department heads, consultants, experts, and members of the public who are requested to be present and participate. While the public is invited and encouraged to attend all meetings of boards, commissions, and committees, the public's participation therein is to be governed by the following:

Audience participation is limited to observers except during the Public Comment portion of the meeting, the Public Hearing portion, or at other times the Chair of the Board deems it appropriate. Members of the public shall conduct themselves with proper respect and decorum in speaking to and addressing the board, participating in public discussions before the board, and in all actions in the presence of the board. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the board.

Board members shall not discuss the matter during the Public Comment and Public Hearing portions of the agenda, nor take any action other than to refer it to City staff for research and possible future action.

The City intends to allow attendees to address boards, commissions, and committees and share their views on issues under consideration by the board. By this, members of the public in attendance at board meetings must be respectful of individuals speaking before, during, and after their comments.

Individuals may submit printed material, subject to approval by the City Manager or City Secretary, for inclusion in the board agenda packets no later than one week before a meeting. People may present printed material to the City Secretary or City Representative to the board, commission, or committee to distribute during a meeting, subject to the same approval and deadline.

Addressing the Board, Commission, or Committee.

Public Comments. Attendees may make a public comment during the public comments portion of a meeting. Individuals must be physically present to address the Board. Meetings are not public forums. Audience comments are limited to topics that are relevant to city business.

Each person addressing the board should raise their hand to notify the Chair that they would like to speak. Once the Chair acknowledges, the person shall go to the podium and give their name and address for the record. All remarks should be addressed to the board as a body and not to any member thereof or audience members.

Public Hearings. Public hearings provide municipal residents and affected parties an opportunity to be heard.

Only comments regarding a Public Hearing agenda item may be made during the Public Hearing portion of the meeting. Each person who wishes to address the board during the Public Hearing portion of the meeting must be physically present and raise their hand to notify the Chair that they would like to speak. Once the Chair acknowledges, the person shall go to the podium and give their name and address for the record.

BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.

1. All members have equal rights, privileges, and obligations.
 - a. The majority has the right to decide.
 - b. The minority has rights that must be protected.
2. A quorum must be present for the group to act.
3. A full and free discussion of every motion is considered a basic right.
4. Only one question can be considered at any given time.
5. Members have the right always to know the pending question and have it restated before a vote is taken.
6. No member can speak until recognized by the chair.
7. No one can speak a second time on the same question if another wants to speak a first time.
8. The chair should be strictly impartial.

Handling a motion

Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
 - a. The chair restates the question.
 - b. The chair takes the vote:
 - i. "All in favor of the motion, say aye."
 - ii. "Those opposed say no."
3. The chair announces the result of the vote. A complete announcement should include:
 - a. Report on the voting, stating which side prevailed (and giving the count if a count prevailed).
 - b. Declaration that the motion is adopted or lost.
 - c. Statement indicating the effect of the vote or ordering its execution.

Source:

Dr. John A. Cagle, Parliamentarian of the Academic Senate and Professor of Communication at California State University, Fresno

PLANNING COMMISSION

Purpose.

The planning commission serves as an advisory board that makes recommendations to the City Council. They review and recommend plans related to land use, zoning, and community development. The commission works with developers and conducts public hearings as needed.

Powers and duties. The commission has the power to:

- (1) Assist the City Councils with developing the master plan for the City's physical development.
- (2) Approve or disapprove plats of proposed subdivisions submitted in accordance with section 8.01 of the City Charter.
- (3) Recommend amendments to the zoning plan to the City Council.
- (4) Approve site plans for developments in the City.

Composition and Appointment of Board Members.

The City planning commission consists of six (6) members who are residents of the City of Lake Jackson, serve without compensation, and do not hold any other position in the City government.

Each year, the Board elects a Chair by majority vote. The Chair then selects a Vice-Chair and Secretary. The City Secretary is responsible for keeping the minutes of all meetings and posting any required legal notices.

Terms of Board Members.

The term of each board member shall serve for staggered terms of two (2) years, from June through May.

Board Meetings.

The Board meets on the first (1st) Tuesday of each month at 6:30 p.m. at Lake Jackson City Hall in the Alice Rodgers Council Chambers. **A quorum of four (4) members must be physically present to transact business. A quorum is essential for the commission to meet, make decisions, and listen to citizen concerns.**

Created by Charter, Section 8.04

TRAFFIC COMMISSION

Purpose.

The Traffic Commission is an advisory body to the City Council. It aids in developing the City's traffic plans, reviews citizen requests for traffic control measures to minimize safety problems resulting from vehicular traffic and recommends sign placement.

The traffic commission shall be and is hereby vested with the following powers and duties:

- (1) Recommend the City Council adopt policies regarding the operation and parking of vehicles within the City, including private property used for public purposes.
- (2) Recommend that the City Council adopt policies regarding the movement of pedestrians on the streets and sidewalks of the City by erecting or placing proper signs or markers indicating the flow of pedestrian traffic.
- (3) Recommend to the City Council the location of all necessary signs or markers to be erected or placed on any street or part thereof when the commission deems the same necessary.
- (4) Initiate studies on all vehicle and pedestrian traffic problems within the City and hold public hearings as necessary about these studies.
- (5) Perform other duties and be vested with other powers that the City Council shall occasionally authorize.

Composition and Appointment of Board Members.

The City Council appoints a traffic commission consisting of seven (7) members who shall be residents of the City of Lake Jackson, shall serve without compensation, and shall not hold any other position in the City government.

The Board shall elect a Chair by majority vote. The Chair then selects a Vice-Chair and Secretary each year. The City Secretary shall be responsible for keeping the minutes of all meetings and posting any required legal notices.

Terms of Board Members.

The term of each board member shall serve for staggered terms of two (2) years, from June through May.

Board Meetings.

The Board meets on the second (2nd) Tuesday of each month at 6:30 p.m. at Lake Jackson City Hall in the Alice Rodgers Council Chambers. **A quorum of four (4) members must be physically present to hold a meeting.**

PARKS & RECREATION BOARD

Purpose.

The Parks & Recreation Board is an advisory board to the City Council. It aids in developing park plans for the City and helps set department rules and policies.

Powers and duties. The board shall have the power to and shall be required to:

- (1) Draft and recommend to the City Council for adoption policies for use of the City's parks and recreational facilities.
- (2) Submit a proposed operating budget and a list of recommendations for capital improvements annually to the City manager.
- (3) Review any proposed acquisition of land, buildings, or other properties, and construction or capital improvements of facilities, or any grant or devise of real estate or personal property for use as a park, playground, or other recreational purpose; and recommend appropriate action to the City Council.
- (4) Perform other duties and be vested with other powers the City Council shall occasionally authorize.

Composition and appointment of Board Members.

The board consists of five (5) or more members who are residents of the City of Lake Jackson, serve without compensation, and do not hold any other position in City government.

The board shall elect, annually, one (1) of its members as chairman and shall establish its own rules of procedure, which shall include the following: A quorum shall consist of a majority of the members of the board and an affirmative vote of a majority of those present shall be necessary to pass upon pending questions, the chairman being entitled to vote upon any question. Meetings shall be held each month unless canceled by the chair following meeting posting requirements, shall be open to the public, and a record of all proceedings shall be kept, which record shall be filed with the person performing the duties of City Secretary and shall be a public record.

Terms of Board Members.

The term of each board member shall serve for staggered terms of two (2) years, from June through May.

Board Meetings.

The Parks & Recreation Advisory Board meets on the third (3rd) Tuesday of each month at 5:30 p.m. at the Recreation Center unless a different location and time is specified. **A quorum of more than half of the members must be physically present to hold a meeting.**

KEEP LAKE JACKSON BEAUTIFUL (KLJB)

Purpose.

Keep Lake Jackson Beautiful Commission focuses on restoring, preserving, and enhancing scenic beauty. It consists of five (5) or more members who are City residents and serve without compensation.

Composition and Appointment of Board Members.

- (1) *Selection.* The City Council appoints the members of the Keep Lake Jackson Beautiful Commission; half of the members shall be appointed each year within 45 days following the regular City election. In the event of an odd number of members, the extra members will be appointed in even-numbered years. The term of office of each member shall be two (2) years. In addition, the director of parks and recreation or a designee, as a representative of the City manager, shall be an ex officio member of the commission and shall serve the commission in an advisory capacity but shall have no voting rights and shall attend the meetings of the Keep Lake Jackson Beautiful Commission.
- (2) *Vacancies.* Membership of the commission requires active participation in the activities of the commission
- (3) *Rules of procedure; quorum; open meetings; records.* The commission shall annually elect one (1) of its members as chairman and shall establish its own rules and procedures, which shall include the following: A quorum shall consist of the majority of the voting members of the commission, and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions, the chairman is entitled to vote upon questions. Meetings shall be held each month unless canceled by the chair following meeting posting requirements, shall be open to the public, and a record of all proceedings shall be kept, which records shall be filed with the person performing the duties of the City Secretary and shall be a public record.
- (4) *Powers and duties.* The Keep Lake Jackson Beautiful Commission shall be and is hereby vested with the following powers and duties:
 - (1) Recommend policies regarding the landscaping and placement of trees, grass, shrubs, flowers, and decorations to the City Council for adoption.
 - (2) Recommend to the City Council to adopt policies concerning the aesthetic qualities that are involved in preserving and enhancing scenic beauty in planning and zoning the future development and redevelopment of the municipality.
 - (3) Make recommendations concerning the aesthetic placement of trees, grass, shrubs, flowers, and decorations within the City and hold public hearings as necessary.
 - (4) Perform such other duties and be vested with such other powers as the City Council may authorize from time to time.

Terms of Board Members.

The term of each board member shall serve for staggered terms of two (2) years, from June through May.

Board Meetings.

The Board meets on the third (3rd) Tuesday of each month at 6:00 p.m. at Lake Jackson City Hall in the Alice Rodgers Council Chambers. **A quorum of more than half of the members must be physically present to hold a meeting.**

Created by Charter, Sec. 4.09

ZONING BOARD OF ADJUSTMENTS (ZBA)

Purpose.

This is a quasi-judicial board created to hear requests for variances to zoning regulations. A quasi-judicial body is a non-judicial entity with powers similar to a court of law, but is not part of the traditional court system.

The Board is empowered to:

- (1) Hear and decide an appeal alleging an error in an order, requirement, decision, or determination made by an administrative official in enforcing the City's ordinance.
- (2) Hear and decide special exceptions to the terms of the zoning ordinance.
- (3) Authorize in specific cases a variance from the terms of the zoning ordinance if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed, and substantial justice is done; and
- (4) Hear and decide other matters authorized by the City Council.

Composition of the Board.

The Board consists of five (5) citizens of Lake Jackson.

Terms of Board Members.

The term of each board member shall serve for staggered terms of two (2) years, from June through May.

Board Meetings.

As called. **Four (4) members must be physically present to conduct business.**

A quorum is essential for the commission to meet, make decisions, and listen to citizen concerns.

Created by Charter, Sec. 8.04

DANGEROUS STRUCTURE DETERMINATION BOARD (DSDB)

Purpose.

The Dangerous Structure Determination Board (DSDB) addresses cases involving distressed buildings and structures within the City limits and issues appropriate answers to address them.

Powers and duties:

- (1) Order that a building be vacated, secured, repaired, removed, or demolished by the owner within the timeframe established in this article.
- (2) Order that the occupants of a building be relocated within a reasonable time.
- (3) Order, in appropriate cases, the immediate removal of persons or property found on private property and order entry onto private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance and order action to be taken as necessary to remedy, alleviate, or remove any dangerous building found to exist.
- (4) Issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the City, to enforce and carry out the lawful orders or directives of the DSDB; and
- (5) Determine the amount and duration of a civil penalty.
- (6) DSDB actions require the following:
 - (7) The DSDB may only meet if at least four (4) members are present.
 - (8) Orders for demolition require the affirmative vote of four (4) members.
 - (9) All other orders require the affirmative vote of three (3) members.

Composition and Appointment of Board Members.

The Dangerous Structure Determination Board (DSDB) consists of five (5) members: the City engineer, one member appointed by the City Council who is either a medical doctor or a registered nurse, and three (3) members appointed by the City Council from among the following professions: architecture, real estate, building construction, framing, contracting, or engineering.

Terms of Board Members.

The appointed board members will remain until they vacate their position, at which time the council will appoint a replacement.

Board Meetings.

The DSDB does not hold monthly meetings; it only meets as needed. **Four (4) members must be physically present to conduct business.**

Created by Ordinance No. 1872

HOTEL OCCUPANCY TAX COMMITTEE (HOT)

Purpose.

The Hotel Occupancy Tax (HOT) Committee recommends how to expend Level 2 Hotel Tax Funds to the City Council. Powers and duties:

- (1) The HOT Committee shall have the power to and shall be required to:
- (2) Hear requests for Level 2 hotel occupancy funds and submit a recommendation to the City Council.
- (3) Recommend allocating Level 2 hotel occupancy funds to the City Council.
- (4) Recommend to the City Council a budget of expected revenue from and proposed expenditures of Level 2 hotel occupancy funds for the next ensuing fiscal year.
- (5) Perform other duties and be vested with other powers as the City Council occasionally prescribes.
- (6) All recommendations for allocating Level 2 hotel occupancy funds shall be for a lawful method of advertising the City or encouraging tourism, including preservation of historical sites, promotion of visitation through the attraction of conventions, and promotion of visitations to museums.

Composition and Appointment of Board Members.

The Committee consists of nine (9) members who represent the following organizations:

- (1) Brazosport Convention and Visitors Council
- (2) Brazosport Fine Arts Council
- (3) Museum of Natural Science at the Center for Arts and Sciences
- (4) Lake Jackson Historical Museum
- (5) Hotels in the City
- (6) City of Lake Jackson staff (to be assigned by the City manager)
- (7) City Council
- (8) Two members of the public, who shall be the City of Lake Jackson residents, are not interested in groups that receive hotel occupancy tax funding.
- (9) The committee shall elect one (1) of its members annually as a chairperson.

Terms of Board Members.

The members of the HOT committee shall be appointed by the City Council and serve two-year terms. Each organization may recommend to the City Council who its representative on the committee should be.

Board Meetings.

Monthly meeting or as necessary. Minutes of meetings shall be kept, and the record filed with the City Secretary. **A quorum of five (5) members must be physically present to conduct a meeting.**

Created by Ordinance No. 2127

LIBRARY BOARD

Purpose.

The library board shall be an advisory and reviewing body, reporting to the City Council. The library board is empowered to perform the following duties:

- (1) Encourage participation of citizens' groups who are interested in contributing to a quality library in the City.
- (2) Report on:
 - (a) Furnishings
 - (b) Security
 - (c) Books
 - (d) Insurance coverage
- (3) Advise the City Council and City staff on the needs of the library, to include:
 - (a) Maintenance
 - (b) Utilities
- (4) Establish policies for the use of the meeting rooms of the library
- (5) Represent the City at the county library board meetings and report back and communicate the actions and activities of the county board
- (6) Communicate with the county library board, the county libraries, and the branch librarian
- (7) Recommend and establish policies for the acceptance of gifts of materials and equipment to the library in the name of the City, as provided for in the contract between the City and county
- (8) Recommend contract provisions between the City and the county library
- (9) Recommend library programs and changes in existing programs for the City
- (10) Advise the City staff and the City Council on the budget needs of the library

Composition and Appointment of Board Members.

The council shall appoint five (5) members who shall be residents of the City of Lake Jackson.

A library board chairman and secretary shall be elected by the board annually. The board shall establish its own rules and procedures, which shall include the following:

- (1) A quorum shall consist of the majority of the board's voting members, and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions; the chairman is entitled to vote upon all questions.
- (2) Meetings shall be held as needed but not less than once each quarter, and a record of all proceedings shall be kept, which records shall be filed with the City Secretary.

Terms of Board Members.

The board members shall serve for a staggered term of two (2) years, from June through May.

Board Meetings.

As needed, but not less than once each quarter. **A quorum of three (3) members must be physically present to conduct a meeting.**

Created by Ordinance No. 687

LAKE JACKSON DEVELOPMENT CORPORATION (LJDC)

Purpose.

The Lake Jackson Development Corporation is a nonprofit corporation designed to promote and fund parks, recreation facilities, and infrastructure for economic development through an additional half-cent sales tax (also known as 4B money).

LJDC Bylaws and Articles of Incorporation.

<https://www.lakejackson-tx.gov/DocumentCenter/View/5012/Articles-of-Inc-and-Bylaws>

Composition and Appointment of Board Members.

The corporation's affairs shall be managed by a board of directors composed of seven (7) people appointed by the City Council who are City residents. Two members shall be members of the City Council. All members shall serve without compensation.

Terms of Board Members.

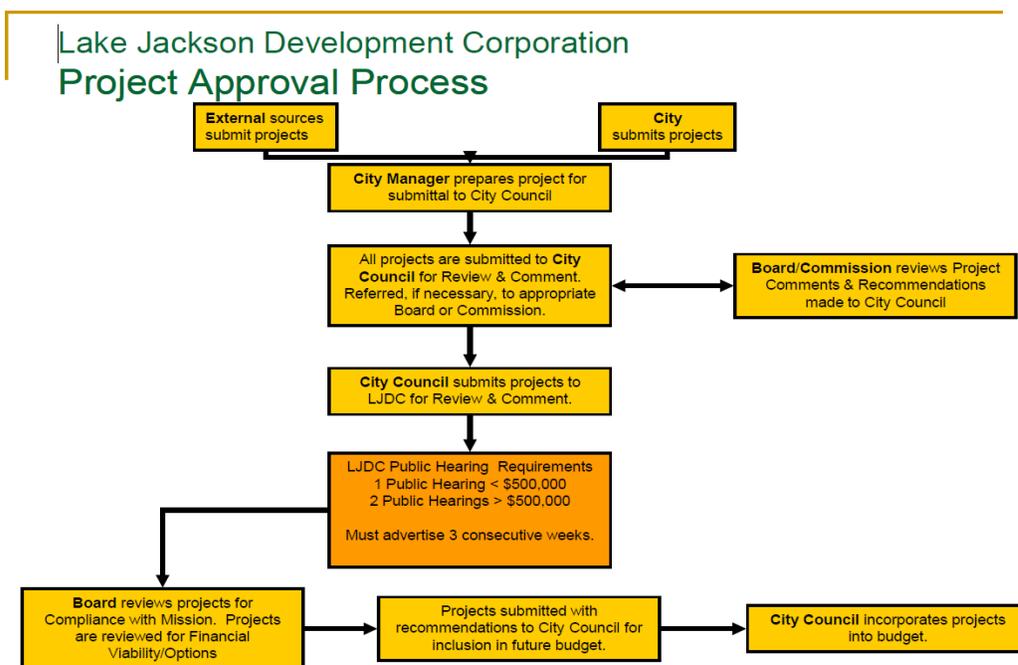
Each director shall hold office for the term for which the director is appointed unless sooner removed or resigned. Each director shall be eligible for reappointment. Directors are removable by the City Council at will and must be appointed for a term of two (2) years.

Board Meetings.

Quarterly or as called.

At all meetings of the board, the chair of the board shall preside. The presiding officer shall appoint any person to act as secretary of the meeting. **A quorum of four (4) members is required to hold a meeting.**

The following chart illustrates the process that the City and board use to determine how the ½ cent additional sales tax (also known as 4B money) shall be spent.



Created by Ordinance No. 1336

MUSEUM BOARD

Purpose.

The Lake Jackson Museum Board and the Lake Jackson Historical Association aim to provide education relative to the history and culture of Lake Jackson and to collect, preserve, and interpret the materials of the following heritage:

- City birth, development, and contemporary life
- Industrial and Petrochemical Development as it impacted Lake Jackson
- Prehistoric Karankawa Indians
- Plantation Era

The City maintains the building under contract, while the Lake Jackson Historical Association handles day-to-day operations and all exhibits.

Composition and Appointment of Board Members.

Membership of the Board shall comprise the Association's President, Vice President, Secretary, Treasurer, and two members of the Lake Jackson City Council. The Board shall meet biannually or annually, as determined by the Board. The Museum Board shall submit copies of all of its policies about the Museum.

Terms of Board members.

City Council members will be appointed yearly at a City Council meeting. The Association will elect the remaining board members.

Board Meetings.

Annually or biannually.

Created by contract with the LJ Historical Museum

CHARTER REVIEW COMMISSION

Purpose.

Duties of the commission:

- (1) Inquire into the operation of the City government under the Charter provisions and determine whether any such provisions require revision. To this end, public hearings may be held, and the commission shall have the power to compel the attendance of any City officer or employee and to require the submission of any City records that it may deem necessary to conduct such a hearing.
- (2) Propose any recommendations it may deem desirable to ensure compliance with the provisions of the Charter by the departments of the City government.
- (3) Propose, if it deems desirable, amendments to the Charter to improve its effective application to current conditions.
- (4) Reports its findings and presents its proposed amendments, if any, to the City Council.
- (5) The City Council shall consider the commission's report and decide if any of the proposed amendments to the charter should be submitted to the voters.

Composition and Appointment of Board Members.

Within forty-five (45) days after the regular City election of each odd-numbered year, the City Council appoints a Charter review commission of five (5) City of Lake Jackson citizens.

Terms of Board Members.

The term of office of such Charter Review Commission shall be six (6) months. All records of the proceedings of such commission shall be filed with the City Secretary and shall become a public record.

Board Meetings.

The Commission sets its meeting schedule for a period of six months. **A quorum of three (3) members physically present is required to hold a meeting.**

Created by Charter, Sec. 11.14

ANIMAL CONTROL BOARD

The composition and policies of this board are being established.