



Boards and Commissions

Appointment Policy (Updated 08/16/22)

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 resident and/or community leader, you can provide an invaluable service to the Town through your appointment and participation. Board and commission members volunteer many hours annually, sharing their time and expertise, and learning more about the Town through their appointment. Boards and commissions are established to offer residents 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 residents.

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 resident 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, Economic Development Corporation Board, and Community 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 Town of Little Elm's adopted Ethics Ordinance, the Town of Little Elm's adopted Governance Policy, and 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 emailed 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 committee must fill out and submit a new application to re-apply for that position.

Interviews for board and commission vacancies will be conducted with the Mayor, Mayor Pro Tem, and the Council Liaison for that board or commission. Any board member serving less than a full-term that is up for renewal would not have to re-interview if they have served less than one year.

Applicants must submit a separate application for each board or commission appointment.

Applicants may not be a current Town employee. However, Town employees may serve as staff liaisons.

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; non-voting ex-officio board appointments are available on some boards and commissions that may be open to non-Town residents.

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 appointment. A person is not disqualified from board service (not in arrears on Town taxes, water service charges or other obligations owed to 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 driver's record and criminal history check prior to appointment; failure to retain a clear record (a record without significant criminal violations) may result in immediate and automatic disqualification for appointment.

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 appointment. 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 appointment. Appointments 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.

If an applicant holds a position with a non-Little Elm board or commission, it will be evaluated on a case-by-case basis to determine if that position would conflict with the duties and responsibilities of the Town of Little Elm board or commission appointment. Members who have already been appointed to a Little Elm board or commission that become appointed to a non-Little Elm board or commission should notify the Chair of that board within 30 days of the new appointment.

Applicants should be present at the meeting when their appointment is considered by the Town Council and must be prepared to answer any questions related to their appointment 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 214-975-0452 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	Neil Blais	Planning 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	Jeremy Lukas	Community Services 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
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	Neil Blais	Planning 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, Town Council Chambers	N/A	Chief Financial Officer, 214-975-0450
Little Elm Animal Shelter Advisory Committee		Meet as needed	N/A	Director of Community Services, 972-731-3296
Veterans Committee		Quarterly	Jamell Johnson	Town Manager's Office, 214-975-0406

