

# Boards, Committees, & Commissions (BCCs) Council Liaison and Member Assignments

Toward a Transparent and Consistent Assignment Policy

# Councilmember Assignments Members vs. Liaisons

# Member

## Rights & Responsibilities

VS

# Liaison

## Rights & Responsibilities

<b>Member</b>
Actively participates in discussion
Attendance is required
Voting Rights
<b>Liaison</b>
Facilitate communication between BCC & Council
Act as spokesman for Council only when directed by Council
Attendance encouraged, but not required. Attendance at any BCC retreat is discouraged.
Should not attend closed sessions
Identify procedural or structural issues relating to the effective functioning of the BCC
No Voting Rights

# Animal Services Advisory Committee

Statutory Requirements for membership

One Councilmember appointed as a member –  
seat was held by Councilmember Heyward;  
currently vacant

No liaisons permitted

# Schertz Senior Center Advisory Board

Recently moved under City Umbrella – so  
rules need to be established

Currently advisory board consists of members  
of the Senior Center

2 Liaisons  
1 Liaison – Alternate

# Schertz Housing Authority



Mayor appoints board members  
Historic records show resolutions were  
created and passed; current process shows  
the appointments are not brought forward  
to Council

1 Liaison

# Mayor/Council Members/Liaisons

Audit Committee	Mayor Liaisons - 2
CVLGC	Ex-Officio Alternate - 1
Hal Baldwin Scholarship Committee	Members - 2
Interview Committee	Members - 3
Investment Committee	Members - 3
Main Street Committee	Members - 4
SSLGC	Member- 1


# Mayor/Council Current Assignments (Interview Committee BCC)

Board of Adjustment (BOA)	Mayor
Building and Standards Commission	(vacant) 
Capital Improvement Advisory Committee (CIAC)	(vacant) 
Economic Development Corporation (EDC)	(vacant) 
Historical Preservation Committee (SHPC)	Guerrero Westbrook-Alternate
Library Advisory Board	Watson
Parks and Recreation Advisory Board	Davis
Planning and Zoning Commission (P&Z)	Westbrook
Tax Increment Reinvestment Zone II (TIRZ II)	Mayor Davis Macaluso
Transportation and Safety Advisory Commission (TSAC)	Davis

# Mayor/Council Current Assignments (non-Interview Committee BCC)

Animal Services Advisory Board	(vacant) 
Audit Committee	Mayor Watson (vacant) 
CVLGC	Ex-Officio - Watson Alternate - Westbrook
Hal Baldwin Scholarship Committee	Macaluso Guerrero
Interview Committee	Davis Macaluso (vacant) 
Investment Committee	Mayor Guerrero (vacant) 
Main Street Committee	Mayor Davis (vacant – 2) 

# Mayor/Council Current Assignments (non-Interview Committee BCC cont.)

SSLGC	Westbrook
Schertz Housing Authority	Davis
Senior Center Advisory Board	Mayor Watson (vacant) 

Current Assignment  
 Process based on  
 Council Seniority  
 and/or Place  
 and reviewed  
 annually in  
 December in  
 accordance with  
 Ordinance 22-M-29

Mayor/Council	Member	Liaison
Mayor Rodriguez	Audit Committee Investment Advisory Committee Main Street TIRZ II	Board of Adjustment Senior Center (Alternate)
Dr. Mark Davis	Interview Committee Main Street TIRZ II	Parks & Rec Housing Authority TSAC
Michelle Watson	Audit Committee SSLGC (Ex-Officio)	Library Advisory Senior Center
Paul Macaluso	Interview Committee Hal Baldwin Scholarship TIRZ II	
Robert Westbrook		SSLGC (Alternate) P&Z Historical Preservation CVLGC (Alternate)
Ben Guerrero	Hal Baldwin Scholarship Investment Advisory	Historical Preservation

Current Assignment  
Process based on Council  
Seniority and/or Place  
and reviewed annually in  
December in accordance  
with Ordinance 22-M-29  
(cont.)

Mayor/Council	Member	Liaison
Dr. Robert Sheridan		
Sarah Dietz		

# Current Member & Liaison Vacancies

Board	Member	Liaison
Animal Services	1	N/A
Audit Committee	1	N/A
Building & Standards	N/A	1
EDC	N/A	1
Interview Committee	1	N/A
Investment Advisory	1	N/A
Main Street	2	N/A
SSLGC	-	1 (Alternate)
Senior Center	N/A	1

# Principles for Assignment

Transparency – how are assignments made?

Fairness – have all Councilmembers been given a meaningful opportunity to express interest?

Continuity – does this assignment benefit from institutional knowledge?

Rotation – are members given a reasonable opportunity to serve in different areas over time?

Qualifications & Interest – does the assignment consider experience, expertise, and a willingness to serve?

Workload balance – are the high-demand assignments proportionately dispersed?

Public trust – are the assignments done in a manner to avoid unnecessary concentration of influence?

# Important Factors

**Seniority** – brings institutional knowledge, continuity, historical perspective, and network depth

- Rotation and Continuity** – balancing between continuity and opportunity
- Request to continue when continuity is important
  - Request to rotate to new assignment annually
    - Provide newer members with meaningful committee experience
    - Long-term service on the same assignment should be reviewed periodically
    - High-impact assignments should not remain indefinitely concentrated among the same members unless Council determines continuity is necessary

# Items for Consideration

Following the November election cycle, the City Secretary provides Council with a list of all member, liaison, alternate, and vacancy positions

Each Councilmember submits a preference form identifying:

- Preferred assignments
- Relevant experience or qualifications
  - Current workload
- Interest in continuing or rotating off current assignments

Mayor, City Secretary, or designated Council prepares a proposed slate using adopted criteria

Criteria should include seniority, workload balance, experience, subject-matter knowledge, continuity, member interest, avoiding concentration of influence, statutory requirements, and opportunities for rotation.

Chair, member, liaison, and alternate roles are identified separately

The proposed slate is placed on a Council agenda for discussion/action

Mid-year changes are placed on an agenda and approved by Council

# References

**Ordinance 18-M-06**  
**Council Code of Ethics**  
Procedure

#1 Council Member and Board, Committee,  
Commission Interactions;

and

#2 Council Members Serving as Council Liaisons

**Ordinance 22-M-29**  
**Council Rules and Procedures**

Section 5.3 - Appointment Procedures for City  
Council Liaison Positions to the City of Schertz  
BCCs

**Ordinance 26-M-028**  
**Council Rules and Procedures**

Article II. Creation of Committees, Boards, and  
Commissions

# Appendix

## BCC Members Appointed by Council via Interview Committee Recommendation

Board of Adjustment (BOA)	Library Advisory Board
Building and Standards Commission	Parks and Recreation Advisory Board
Capital Improvement Advisory Committee (CIAC)	Planning and Zoning Commission (P&Z)
Economic Development Corporation (EDC)	Tax Increment Reinvestment Zone II (TIRZ II)
Historical Preservation Committee (SHPC)	Transportation and Safety Advisory Commission (TSAC)

# Mayor/Council Members/Liaisons

Board of Adjustment (BOA)	Liaison - 1
Building and Standards Commission	Liaison - 1
Capital Improvement Advisory Committee (CIAC)	Liaison - 1
Economic Development Corporation (EDC)	Liaison - 1
Historical Preservation Committee (SHPC)	Liaison - 1 Liaison Alternate - 1
Library Advisory Board	Liaison - 1
Parks and Recreation Advisory Board	Liaison - 1
Planning and Zoning Commission (P&Z)	Liaison - 1
Tax Increment Reinvestment Zone II (TIRZ II)	Members - 3
Transportation and Safety Advisory Commission (TSAC)	Liaison - 1

**BCC Members  
Appointed by Mayor  
and/or Council  
(not subject to Interview  
Committee process)**

Animal Services Advisory Committee*	Investment Committee
Audit Committee	Main Street Committee
Cibolo Valley Local Government Corporation (CVLGC)	Schertz-Seguin Local Government Corporation (SSLGC)
Hal Baldwin Scholarship Committee	Schertz Senior Center Advisory Board**
Interview Committee	Schertz Housing Authority

# Council Recommendations for Process Forward