

Effective Date: \_\_\_\_\_  
Approval: \_\_\_\_\_

**CITY OF LEWISVILLE  
POLICY STATEMENT**

**TOPIC: 1.0 – ADMINISTRATION**  
**REFERENCE: SECTION VIII – BOARD/COMMISSION/COMMITTEE  
APPOINTMENT PROCESS**

**I. APPOINTMENT PROCESS**

- A. *Applications.* Staff shall distribute copies of all applications to each council member during the month of May. The city council shall consider all applications and make such appointments as it deems appropriate. Appointments shall be made in June of each year.
- B. *Board Rotation.*
1. City council may consider rotation or replacement of members who have completed three consecutive terms on the following boards/commissions/committees:
    - Arts Advisory Board
    - Animal Services Advisory Board
    - Community Development Block Grant Advisory Board
    - Library Board
    - Park Board
    - Old Town Design Review Committee
    - Zoning Board of Adjustment
    - Oil and Gas Advisory Board
  2. Emphasis will be placed on taking such action when numerous applications have been received for a particular board/commission/committee.
  3. A board/commission/committee member will not be considered for rotation when city council determines that:
    - a. No applications to serve on the board/commission/committee in question that meet a specific requirement have been received.
    - b. Board membership requires specific expertise, experience or professional certifications and extended service by the member is beneficial to the board in question.

4. When a board/commission/committee member has completed three terms, the staff will discuss, during the appointment process, other board/commission/committee opportunities with that member.
- C. *Reappointment of Members.* Staff shall prepare a recommendation to the city council considering the following performance standards:
1. Attendance. It is expected that the members understand the commitment required and attend meetings. Members who have been absent for 25% or more of the regular meetings should not be considered for reappointment; provided, however, extenuating circumstances, such as sickness, may be considered.
  2. Effort. Members who have not become knowledgeable about their duties, or who have failed to comply with required training and/or continuing education should not be considered for reappointment.
  3. Professionalism. While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, and/or use their authority inappropriately should not be reconsidered for reappointment.
- D. *Appointment of New Members.* City council may consider the following criteria.
1. Service. Service on other boards/commissions/committees with the city or other governmental entity or non-profit.
  2. Background. Education, experience, business, profession or occupation.
  3. Commitment. Effort should be taken to verify that the applicant is aware of the time commitment to prepare for and attend meetings and training sessions.
  4. Potential Conflict of Interest. Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.
  5. Recommendations. Recommendation by board/commission/committee chairs, staff liaison, and/or the city manager.
  6. Lewisville Citizen's University. Completion of the Lewisville Citizen's University.

- E. *Appointment Status.* Staff shall follow up with all applicants to advise them of their appointment status after the city council has voted on the appointments. Applicants will be required to attend the first city council meeting following their appointment to be sworn in, unless other arrangements have been made. Until they have taken their oath of office, successful applicants are not permitted to participate or take any action on their assigned board/commission/committee.
- F. *Filling Unexpired Terms.* Applications not selected or received after the due date will be kept on file in accordance with the city's record retention schedule and will be considered when vacancies arise during the year.
- G. *Recognition of Outgoing Members.* Staff will prepare a recognition in appreciation for the outgoing member's service. Outgoing members will be invited to attend a city council meeting to be recognized.

## II. **GENERAL PROVISIONS**

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of this policy in the future.