

CITY OF COLLEGE STATION

POLICY ON COUNCIL APPOINTED CITIZEN COMMITTEES AND SUBCOMMITTEES OF THE COUNCIL

Purpose

As the governing body of the City of College Station, the City Council shall be responsible for selecting the best qualified person to serve on Committees, Boards, and Subcommittees composed of Council Members. The City Council shall appoint residents of the community to serve on a volunteer basis to Committees, Boards and Subcommittees. A description of each Committee, Board, and Subcommittee is included in the Citizen Committee Directory.

Objectives

A. Committees, Boards, Sub-Committees of Council composed of Council Members

1. Committees, boards, and sub-committees of the Council shall be approved and selected by the City Council. All committees, boards, and sub-committees of the Council shall be advisory only.
2. Periodic Reports on the committee's objectives will be presented to the City Council.
3. The roles and responsibilities of each committee shall be written, defined and approved by the City Council. Any modification of responsibility shall be approved by City Council. Each committee, sub-committee or board shall be directed by the City Council to ensure that it has a clear understanding of its purpose and function.
4. An annual review will be conducted by the City Council to review the Committee, Sub-Committee or Board's purpose. At the annual review the Council shall decide if the committee, sub-committee or board needs to continue.
5. Council Members shall serve three (3) years on a committee, sub-committee or board, and they shall rotate to serve on another committee, sub-committee or board. The Chair shall be selected on seniority basis of service on the committee, sub-committee or board.
6. All Council Members are required to serve on committees.

7. Each Council Member shall be selected to serve on the various committees, sub-committees or boards by a process determined by Council. This may include the drawing of lots. In the event no Councilmember expresses interest to serve, then nominations will be made.

B. Committees, Sub-Committees, Boards - Advisory and Quasi Judicial

Citizen committees also serve in advisory role unless otherwise provided by ordinance or state law.

1. Interviews shall be conducted by the City Council of the applicants to citizen boards. Citizens are encouraged to attend the Citizen University and to learn as much about the City before applying for public service.

2. The Committee applicants that are allowed to be reviewed in executive session shall be discussed by the City Council in executive session. At the present time, the applicants for Planning and Zoning Commission, Zoning Board of Adjustments, Parks and Recreation Board, Construction and Building Standards Commission and Design Review Board make final decisions on some issues and may be discussed in executive session.

3. All final decisions and votes by the Council will be in public.

Scope of Work

The Scope of work for the committees, sub-committees or boards shall focus on the subject matter that has the entire City Council's support. The Council's intention is to not duplicate staff functions. The City Council will maintain its power to establish public policy and give guidance to the committees, sub-committees and boards.