

2024

Handbook for City Boards, Commissions & Committees



City of Port Aransas, Texas

Office of the City Secretary



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APPENDIX A

Advisory Boards, Committee and Commissions

Airport Advisory Board
Animal Shelter Advisory Council
Beach Advisory Committee
Hotel, Motel Occupancy Tax Advisory Committee
Library Advisory Board
Marine Advisory Board
Nature Preserve Technical Advisory Board
Old Town Preservation Advisory Board
Parks and Recreations Board
Senior Citizen Advisory Board

Decision-Making Boards, Commissions and Committees

Board of Adjustments & Appeals
Charter Review Commission
Planning & Zoning Commission
Port Aransas Recreational Development Corporation

THIS HANDBOOK SERVES AS AN EDUCATIONAL AND INFORMATION TOOL.

IT SHOULD NOT BE RELIED UPON FOR LEGAL PURPOSES.

ALL FEDERAL, STATE, AND LOCAL LAWS TAKE PRECEDENCE OVER THIS HANDBOOK.

THIS HANDBOOK MAY BE UPDATED TO REFLECT CURRENT LAWS.

1.0 MAYOR AND CITY COUNCIL MEMBERS

City of Port Aransas
710 W. Ave. A
Port Aransas, Texas 78373
(361) 749-4111

Mayor	Wendy Moore
Mayor Pro Tem	Kelly Owens
Councilmember Place 1	Mark Winton
Councilmember Place 3	Jo Ellyn Krueger
Councilmember Place 4	Tanya Chambers
Councilmember Place 5	Charles W. Crawford
Councilmember Place 6	Dale Christianson

2.0 FOREWORD

The work done by citizens serving on boards, commissions, committees and appointed officials is a vital part of the work of Port Aransas City Government. Members are appointed by the City Council. Members have an opportunity to affect public policy, gain access to the highest levels of city government and to develop networks.

Any citizen interested in serving on a board, commission or committee should request a Handbook and application from the City Secretary's Office. In addition to submitting a completed application, it will also be helpful to notify the Mayor or a councilmember about your interest to serve our city.

This handbook provides a listing of boards, commissions, committees and appointed officials presently operating in the City of Port Aransas. The handbook is designed to educate the citizens of Port Aransas about opportunities available for community service. The City Council encourages participation of qualified citizens and is committed to cultural diversity on all appointments. Questions regarding board, commission, committee service or volunteering should be directed to the City Secretary's Office at 361-749-4111.

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.

It is our hope that your service to the City of Port Aransas will be both rewarding and fulfilling. Again, thank you for your willingness to serve.

Sincerely,

Wendy Moore, Mayor
City of Port Aransas, Texas

3.0 TYPES OF BOARDS, COMMISSIONS, AND COMMITTEES

The City Council appoints qualified members to its boards, commissions and committees. Each has its own eligibility requirements. Generally, the City has two types of boards, commissions and committees. One type is *advisory*. The other type is *decision-making*. Let's discuss each.

- 3.1 Advisory Boards, Commissions or Committees.** They advise the Port Aransas City Council on specific issues. They play a very important role in city government by providing City Council with creative ideas, feedback from the community, and by serving as a sounding board for proposed public policy, but they do not set public policy. Here is a list of the City's advisory boards, its number of members and their terms:

Name	Members	Term (years)	Expiring (years)
Airport Advisory Board	5 & 1 alternate	2	3-even/3-odd
Animal Shelter Advisory Council	6 & City Manager	2	3-even/3-odd
Hotel, Motel Occupancy Tax Advisory Committee	7 & 1 alternate	2	Every 2 years
Library Advisory Board	5 & 1 alternate	2	3-even/3-odd
Marine Advisory Board	5	2	2-even/3-odd
Nature Preserve Technical Advisory Board	7	2	3-even/4-odd
Parks and Recreation Advisory Board	5 & 1 alternate	2	3-even/3-odd

- 3.2 Decision-Making Boards, Commissions or Committees** are quasi-judicial and are governed by state law. Decision-making boards set or enforce public policy and are potentially subject to review by the court. They also advise the City Council on public policy. Members serving on these boards must take an oath of office and are subject to the Texas Open Meetings Act and Texas Public Information Act, and other state laws. Here is a list of the City's decision-making boards, commissions and committees, its number of members and terms:

Name	Members	Term (years)	Expiring (years)
Board of Adjustments & Appeals	5 & 2 alternates	2	4-even/3-odd
Charter Review Commission	5	6 Mos.	Every 4 years
Planning & Zoning Commission	7	2	4-even/3-odd
Port Aransas Recreational Development Corp.	7	2	4-even/3-odd

4.0 LEGAL LIABILITY

- 4.1 Personal Liability.** Board, commission and committee members cannot be held personally liable for erroneous acts while honestly exercising the functions of their offices in good faith. The only time a member can be held personally liable is when they act outside the scope of their office and in bad faith. When members of City Boards, Commissions or Committees are acting in good faith and within the bounds allowed by the City, state and federal law, the City will provide a defense for such members to the greatest extent permissible. However, if a member acts fraudulently, maliciously, or in violation of a criminal law while serving in his/her official capacity, the City generally will not provide that member a defense.
- 4.2 Board Liability.** A city, its officers, and members of boards, commissions or committees as a governmental entity, must treat all individuals or groups in the same manner unless there is a compelling governmental interest to treat someone or some group differently. Therefore, the City Attorney should be consulted concerning whether or not an individual or group can be treated differently. If an officer or board, commission or committee member illegally discriminates against an individual or group, that individual or group can seek damages from the City and from the individual officer for a violation of rights under the state and federal civil rights statutes.

The above discussion is by no means intended to be a comprehensive and complete discussion of legal liabilities to which the City or board, commission or committee member may be subjected.

Board, commission or committee members are strongly encouraged to consult with the City Attorney anytime they feel their actions while serving on such board, commission or committee may have some legal consequences. The law in this area is quite complex and requires a thorough analysis of the law and facts pertaining to each particular situation.

For additional information, please see:

<https://www.tml.org/DocumentCenter/View/110/Understanding-Your-Personal-Liability-as-a-City-Official--A-Primer-PDF>

5.0 APPLICATION PROCESS

- 5.1** Citizens interested in serving on a City board, commission or committee may pick up a handbook and application from the City Secretary's Office (710 W. Ave. A, Port Aransas, TX 78373), or may call 361-749-4111 to have a packet mailed, or may apply directly on our website. The website address is www.cityofportaransas.org.
- 5.2** Completed applications are maintained in the City Secretary's Office and provided to Mayor and City Council as positions become available. Here is what it looks like:

City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373-4128
(361) 749-4111
www.cityofportaransas.org



APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

This information is a public record. Public Service opportunities are offered by the City of Port Aransas without regard to race, color, national origin, religion, sex or disability. If you are interested in applying for more than one position (maximum of three), please indicate the order of our preference by placing a number in the space to the left of the board or committee.

☐ Airport Advisory Board	☐ Marine Advisory Board
☐ Animal Shelter Advisory Board	☐ Nature Preserve Advisory Board
☐ Board of Adjustment and Appeals	☐ Parks & Recreation Advisory Board
☐ Charter Review Committee	☐ Planning & Zoning Commission
☐ Hotel Motel Occupancy Tax Advisory Committee	☐ Planning & Zoning Commission
☐ Library Advisory Board	☐ Recreational Development Corporation

If asked to serve on a different board than you indicated, would you be interested? (Circle one) **Y** **N**

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

☐ Mr.
☐ Mrs.
☐ Ms. Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Zip Code: _____ Home Phone: _____

Business Address: _____ Zip Code: _____ Business Phone: _____

Length of Residence in County: _____ City: _____ State: _____

Qualifies/Registered Voter of the City? ☐ YES ☐ NO Voter Registrations: _____

Email Address: (required if available) _____

I list any experience that qualified you to serve in the positions sought.

Have you served as a member of any Port Aransas Board/Commission/Committee? ☐ YES ☐ NO
If yes please specify which one and approximate dates of service: _____

Do you have any business or personal relationship with the City that would affect your ability to have impartial judgment in City matters? ☐ YES ☐ NO
If yes please explain: _____

Do you have working knowledge in the following areas:

☐ Banking/Finance	☐ Land Use Concept & Master Plan
☐ Business Development	☐ Law/Contract Administration
☐ Business Management	☐ Manufacturing/Industrial Operations
☐ Education/Teacher	☐ Professional/Marketing
☐ Environmental/Health Science	☐ Real Estate Development
☐ Other (please note): _____	

Background:
Education/Training: _____
Areas of Interest: _____

Current of Past Volunteer Experience/Community Service:
Please specify current or past volunteer experience/community service, if any, on Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other entities. Additional information may be attached.
Organization: _____
Organization: _____
Organization: _____

This application is the only information considered for appointment by the City Council. Please do not send resumes, business cards, photographs or letters of recommendation.
Please call (361) 749-4111 for more information about the City's boards, commissions and committees.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT
I hereby declare and affirm that to the best of my knowledge and belief all statements and answers as written or printed herein are full, complete, and true.

- 5.3** As the terms of the board, commission or committee members expire, the Mayor and City Council review applications on file for applicants who have indicated an interest in particular boards, commissions or committees.
- 5.4** If you have indicated an interest in a board, commission or committee with a vacancy, the Mayor and City Council will review your application form for consideration.
- 5.5** The City Council will then make selections to specific boards, commissions and committees.
- 5.6** If you are selected, you will be notified to determine whether you wish to serve. If you agree to serve, your appointment will be confirmed at a City Council meeting.
- 5.7** Your application form will remain on file in the City Secretary's Office for six months and will be resubmitted to the City Council any time there is a vacancy on a board on which you have indicated an interest.
- 5.8** If you have an application on file and no longer wish to serve, call and notify the City Secretary's Office.

6.0 APPOINTMENT PROCESS

- 6.1 How Board, Commission and Committee Members are Appointed.** The Port Aransas City Council makes appointments to Port Aransas Boards, Commissions and Committees. The City Council considers applications to these boards during regular City Council meetings. Citizens interested in being appointed are urged to obtain a Handbook and application from the City Secretary's Office at City Hall.
- 6.2 Notice of Appointment.** After the City Council appoints a person to serve as a member of a board, commission or committee, the City Secretary will notify the appointee in writing of the appointment.
- 6.3 Eligibility and Qualifications.** The City Council seeks out the best-qualified citizens to serve on its boards, commissions and committees. The qualifications required to serve on a particular board, commission or committee are determined by Port Aransas City Ordinance and/or by the State statute establishing the Board or Commission. For specific eligibility and qualifications, please see Appendix A.
- 6.4 List of Boards, Commissions and Committees.** Appendix A in this Handbook lists all of the City's boards, commissions and committees and each's eligibility requirements. Members must continue to meet eligibility requirements during the entire time that they serve on the board, commission or committee. Failure to meet the requirements results in disqualification to serve.
- 6.5 Statement of Appointed Officer and Oath of Office.** Upon appointment, a *Statement of Appointed Officer Form*, commonly referred to as the "Anti-Bribery Statement", must be executed and filed with the City Secretary before taking the Oath of Office. The *Oath of Office* is administered to all members of Boards, Commissions, and Committees. The Oath of Office can be administered by the City Secretary or a Notary Public for the State of Texas. The Oath of Office must be signed by the member and filed with the City Secretary prior to assuming member duties. Both forms are made available in the City Secretary's Office in City Hall.
- 6.6 Texas Open Meetings Act Training.** Upon appointment, each new member is required to complete the Texas Open Meetings Act Training within ninety (90) days of his/her appointment and provide a certificate of completion to the City Secretary for the City's records. Here is the link for the training video: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>
- 6.7 Texas Public Information Act Training.** Upon appointment, each new member is required to complete the Texas Public Information Act Training within ninety (90) days of his/her appointment and provide a certificate of completion to the City Secretary for the City's records. Here is the link for the training video: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/public-information-act-training>

7.0 MEETINGS

- 7.1 Quorum.** A quorum is the minimum number of members needed to officially conduct business. The quorum is generally established by the ordinance, resolution, or other document that establishes the board, commission or committee. Where no statement on the quorum number exists, a quorum is the majority of members.
- 7.2 Role of the Chair.** The function of the Chair is to provide leadership to the group. The Chair is selected by other board members in a method agreeable to all board members. The Chair must perform these duties and responsibilities: (1) ensure that the meeting is conducted in accordance with established rules; and (2) maintain order and bring the group to a conclusion on the matters before it. The Chair must make certain that discussions do not get sidetracked on minor issues and must have the ability to remain focused on the agenda.
- 7.3 The Role of Vice-Chair and Other Officers.** The Vice-Chair will serve as Chair in the absence of the Chair. Other officers and duties shall be determined by the respective resolution, ordinance or statute that created the board, commission or committee.
- 7.4 The Agenda.** All board, commission or committee agendas must be prepared and properly posted at least 72 hours in advance of a meeting in compliance with the Texas Open Meetings Act. The agenda should be prepared by the Chair and the department director or staff person assigned to the board, commission or committee. Generally, the first order of business on the agenda is the reading, correcting and passing of the minutes from the last meeting. Next are matters properly listed on the agenda, followed by reports from staff or committees.
- 7.5 Public Hearings.** Public Hearings are open forums that allow the public an opportunity to express their opinion on a specific issue related to a properly posted agenda item. Public Hearings are generally conducted in the following manner;
- a. The Chair formally opens the Public Hearing.
 - b. The applicant's presentation of his request.
 - c. Proponents (those in favor) of measure speak first.
 - d. Opponents (those against) speak second.
 - e. After hearing all who wish to comment on the issue, the proponents are allowed to give rebuttal and summarize their position, and then the Chair formally closes the Public Hearing.
 - f. Members of the Board, Commission or Committee may ask questions at any time, of any witness. Board, Commission or Committee members are encouraged to ask questions even after the hearing is closed. After the Public Hearing is closed, members of the public may speak ONLY to answer a question asked by a member of the board, commission or committee.
 - g. A time limit for individual speakers may be set by the Chair before the Public Hearing.
 - h. The Chair may use his/her judgment about how strictly this format is followed.
- 7.7 Signing the Meeting Minutes.** The minutes of Boards, Commissions and

Committees **MUST** be signed by the Chair and the Secretary once the minutes are approved by a majority vote of the members of the Board, Commission or Committee.

- 7.8 Meeting Attendance.** Every Board, Commission or Committee member is expected to maintain a suitable attendance record. It is important to keep in mind that attendance is very important to the Board, Commission or Committee. Because attendance is important, the City Council has adopted an attendance policy of no more than three (3) consecutive absences without an excuse for regular board, commission or committee members. The Chair of the Board, Commission or Committee can excuse a member's absence.

The term "meetings" includes all meetings of the board and all meetings of the board's subcommittees on which the member serves. The Secretary of the Board, Commission or Committee is responsible for keeping track of the members' attendance. If a member does not follow the attendance policy set for the board, commission or committee, the member can be removed from service by a majority vote of the City Council subject to other applicable federal and state laws and city ordinances.

- 7.9 Working with City Staff.** Each Board, Commission, or Committee member is encouraged to work closely with City staff and with the appropriate department staff assigned to that Board, Commission or Committee. City staff is assigned to provide general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services. If any person serving on a board, commission or committee has a complaint regarding a city employee, the member should address it with the Mayor and the City Manager.

- 7.10 Reporting to the City Council.** The City Council is dependent on each Board, Commission or Committee to make recommendations to City projects and policy. It is an important way that the City Council can receive community input. All Boards, Commissions and Committees are encouraged to communicate the position of the body to the City Council and, from time-to-time, may want to visit informally with the Mayor or a Council member.

There will be occasions when City staff will be required to prepare an agenda item for City Council review. In preparation of such a report, the staff member should present both the staff position and Board, Commission or Committee's position. The position of a member not voting in the majority on an item should also be presented in the staff report if indicated by the member. It is the desire of the City Council to have an opportunity to hear and consider all sides of an issue and alternative recommendations to assist in their decision-making process.

8.0 RESPONSIBILITIES OF THE MEMBERS OF BOARDS, COMMISSIONS, AND COMMITTEES

- 8.1 General Responsibilities.** It is an honor to be selected as a City Board, Committee,

or Committee member and it provides an unusual opportunity for genuine public service. Although specific duties of each body vary widely, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

- 8.1.1 Members should understand the role and scope of their responsibilities and should be informed of the individual board, commission or committee's purpose and of its operating procedures.
- 8.1.2 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.
- 8.1.3 While performing member duties, a member should represent the public interest and not a special interest group.
- 8.1.4 Good communication is essential - members are in a position to serve as liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting recommendations and providing a channel for citizen expression.
- 8.1.5 Members are encouraged to review their agenda packets, contact City staff with questions, and be thorough in their recommendations; if possible, members should personally view situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on preparedness will strengthen the value of the group's recommendations.
- 8.1.6 Members are encouraged to establish a good working relationship within the group; respect individual viewpoints; allow other members time to present their views fully before making comments; be open and honest; and welcome new members.
- 8.1.7 Council appointments to boards, commissions or committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

8.2 Standards of Conduct.

- 8.2.1 A member of a board or commission shall not accept or solicit any benefit or economic gain or advantage, nor use one's position to secure special privileges or exemptions.

- 8.2.2 A member of a board or commission shall not grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization.
- 8.2.3 A member of a board or commission shall not personally represent, or appear on behalf of, the private interests of others in front of their assigned board or commission.
- 8.2.4 A member of a board or commission shall not knowingly perform or refuse to perform any act in order to deliberately thwart the execution of city ordinances, rules or regulations.
- 8.2.5 A member of a board or commission shall not engage in any dishonest or criminal act or any other conduct prejudicial to the government of the City.
- 8.2.6 No board or commission member, while associating with or acting in their official capacity as an appointed board or commission member, shall be permitted to make personal, impertinent or slanderous remarks, either to another member, the Mayor or City Council member acting in their official duties, a City staff member or any citizen. Any member who does so should be requested to leave the meeting and may be barred from attendance at the remainder of the meeting. Personal, impertinent or slanderous remarks made verbally or in print shall be considered cause for dismissal/removal from the board or commission following a majority vote decision by the City Council subject to applicable federal and state laws and city ordinances.
- 8.2.7 A board or commission member shall not meet or confer (by phone, in person, email, etc.) with any applicant or representative of an applicant including but not limited to applicant's engineers, architects, attorneys or others that represent the applicant outside the presence of City staff.
- 8.2.8 No board or commission member shall apply for employment with the City while serving in the capacity as a board or commission member.

8.3 Conflict of Interests and Financial Disclosure. Members who exercise responsibility beyond those that are advisory in nature, such as the Board of Adjustments and Appeals, or the Planning & Zoning Commission, must comply with the Texas Conflicts of Interests Law cited in Texas Local Government Code Section 171.001 et. seq.

Under this measure, it prohibits a member from voting on or participating in a matter involving a business entity or real property in which the official has a "substantial interest" if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public, or in the case of a substantial interest in real property, it is reasonably foreseeable that the action will have a special economic effect on the value of the property, distinguishable from its effect on the public. Please note that any "substantial interest" that a member's spouse, parent, child, step-child, father or mother-in-law,

or son or daughter-in-law has is imputed to the member.

Conflicts of interest laws are very complex and require a detailed legal analysis. Members are strongly encouraged to consult with the City Secretary or City Attorney anytime they feel they might have a conflict of interest issue prior to participating on the agenda item.

- 8.4 Removal of Members.** The City Council may remove any member of any board or commission that it has created, or that was created by the City Charter, by a vote of at least four members of the City Council, unless otherwise prohibited by federal and state law or city ordinance.

APPENDIX A

AIRPORT ADVISORY BOARD	
PURPOSE	Advise the City Council on matters relating to the most desirable and efficient operations of the City Municipal Airport.
NUMBER OF MEMBERS	Composed of 5 members and 1 alternate member
MEMBER ELIGIBILITY REQUIREMENTS	At least 4 members shall be qualified voters of the city and 1 member may be a non-resident. Alternate member must be a qualified voter of the city. No person shall have financial interest in any commercial carrier by air or in any concession, right, or privilege to conduct any business or render any service for the compensation upon the premises of the municipal airport shall be eligible for membership on the airport advisory board.
TERM	Members serve a 2-year term and shall serve until their successor is appointed by the city council 2 regular members of the board shall be appointed in even numbered years and 3 regular members shall be appointed in odd numbered years. The alternate member shall be appointed in even numbered years.
MEETING TIME	Last Wednesday of each month
DUTIES	(1) Make such general studies of airport construction and operation as may be useful in keeping the municipal airport efficient and adequate for the needs of the city; (2) Make recommendations to the city council in respect to construction, expansion, improvements, maintenance, and operation of such airport (3) Shall call the city manager's attention to any failure by city personnel to carry out any orders or policies adopted by the city council; and (4) Shall act in an advisory capacity, work toward general improvement of the airport.
OTHER INFORMATION	See Port Aransas Code of Ordinances, Chapter 2, Article VIII.-Airport Advisory Board and Chapter 28, Article IV. – Airport Advisory Board

ANIMAL SHELTER ADVISORY COUNCIL	
PURPOSE	To assist in complying with the requirements of Chapter 823 of the Texas Health & Safety Code
NUMBER OF MEMBERS	7
MEMBER ELIGIBILITY REQUIREMENTS	One licensed veterinarian. One municipal official. One person whose duties include the daily operation of the animal shelter. One representative from an animal welfare organization. The City Manager or his appointee. Two at-large citizens.
TERM	Appointed for 2-year terms. 3 members' terms expire in even numbered years and 3 members expire in odd numbered years. The remaining member is the City Manager or his appointee.
MEETING TIME	Shall meet at least 3 times a year.
DUTIES	Advise the City Council on matters concerning the animal shelter and take such actions as may be approved by the City Council.
OTHER INFORMATION	<i>See</i> Port Aransas Code of Ordinances, Chapter 4 Animals, Article V. Animal Shelter.

HOTEL, MOTEL OCCUPANCY TAX ADVISORY COMMITTEE	
PURPOSE	Make recommendations to the city council as to adopted procedures, rules, and regulations reasonably necessary to effectively collect the tax levied herein and the disbursement of the hotel-motel tax revenues collected in accord with the purposes stated herein.
NUMBER OF MEMBERS	7 members and 1 alternate members.
MEMBER ELIGIBILITY REQUIREMENTS	City Council shall appoint as primary members, one at-large member, 2 members from the business community, 4 members from owners or operators of the lodging industry. The City Council shall also appoint 1 at-large alternate to the advisory committee. All members must be registered voters of the city, and no member shall also serve as an officer, agent, employee, or director of any entity that applies to the Hotel, Motel Occupancy Tax Advisory Committee, for funding.
TERM	2-year terms.
MEETING TIME	Meet as needed to recommend disbursement of hotel-motel tax revenues prior to the annual city council budget goals workshop.
DUTIES	Make recommendations to the city council as to adopted procedures, rules, and regulations reasonably necessary to effectively collect the tax levied herein and the disbursement of the hotel-motel tax revenues collected in accord with the purposes stated herein.
OTHER INFORMATION	<i>See</i> Port Aransas Code of Ordinances, Chapter 22 Taxation, Article IV. Hotel, Motel Occupancy Tax, Section 22-73 Hotel, motel occupancy tax advisory committee; membership; terms.

LIBRARY ADVISORY BOARD	
PURPOSE	Work in an advisory capacity to the city council in planning, development, use, regulation, operations, and maintenance of the Port Aransas Library.
NUMBER OF MEMBERS	5 members and 1 alternate member
MEMBER ELIGIBILITY REQUIREMENTS	5 members shall be qualified voters of the city.
TERM	2-year term. 3 members' terms expire in even numbered years. 3 members' terms expire in odd numbered years.
MEETING TIME	Quarterly
DUTIES	Board shall supervise and govern the public library and shall nominate the librarian who shall be appointed by the city council.
OTHER INFORMATION	<i>See</i> Port Aransas City Charter, Article IX. Boards and Commissions, Section 9.02(c).

MARINE ADVISORY BOARD	
PURPOSE	Shall provide guidance in future decision making for the municipal harbor. The board shall act in a purely advisory capacity to the city manager or his designee, the harbor master, on matters pertaining to the municipal harbor.
NUMBER OF MEMBERS	5
MEMBER ELIGIBILITY REQUIREMENTS	5 members shall be qualified voters of the city and one of them may be a non-resident.
TERM	2-year term and shall service until their successors are appointed by the city council. 3 members are appointed in odd numbered years and 2 members shall be appointed in even numbered years.
MEETING TIME	At least 4 times per year. More frequent meeting or workshops will be held for specific tasks to improve management, development, or operations of the municipal harbor. Ad hoc or subcommittees may be established for specific needs
DUTIES	(a) Shall act in a purely advisory capacity and not legally responsible for the management of the municipal harbor (b) May assist in the finalization of conservation and recreation plan(s), development of strategic plans for education, marketing, and fundraising, provide technical review from requests for proposals and qualifications related to management, construction, management from engineers, contractors, and other professional service providers (c) May confer with city manager or his designee on policies related to management and operation of the harbor, such as (1) Advise on budget proposal and reports; (2) Review and advise on staff quarterly reports; (3) Participate in future strategic planning efforts; (4) Engage, champion, and participate in grant applications and fundraising efforts; (5) Review bids, proposals, and qualifications of contract for advisory purposes; and (6) Other duties as may be assigned by the city council and/or the city manager.
OTHER INFORMATION	<i>See</i> Port Aransas Code of Ordinances, Chapter 18 Public Places, Property, and Services, Article VI. Municipal Harbor, Division 2. Marine Advisory Board

NATURE PRESERVE TECHNICAL ADVISORY BOARD	
PURPOSE	Shall provide technical guidance in future decision making for the preserves. The board shall act in a purely advisory capacity to the city manager or his designee, the preserve manager, on matters pertaining to the preserves.
NUMBER OF MEMBERS	7
MEMBER ELIGIBILITY REQUIREMENTS	Membership should include individuals with experience in land management, wildlife biology, nature tourism, marketing, and public relations, grant writing, fundraising, natural history curriculum development and nature center administration. Board will consist of 7 members. At least 4 members shall be qualified voters of the and 3 may be representatives from any of the following partners: (1) Mission-Aransas National Estuarine Research Reserve at the University of Texas Marine Science Institute; (2) Nature Conservancy; (3) U.S. Fish and Wildlife Services; (4) Coastal Bend Bays and Estuaries Program; (5) Texas Parks and Wildlife Department; and/or (6) Any other future wildlife management partner organizations vetted by the city manager or his designee.
TERM	2-year terms and shall serve until their successors are appointed by the city council. 4 members shall be appointed in odd numbered years. 3 members shall be appointed in even number years.
MEETING TIME	Shall be conducted quarterly or at least 4 times per year. More frequent meetings or workshops will be held for specific tasks to improve management, development, or operations of the preserves. Ad hoc or subcommittees may be established for specific needs.
DUTIES	(a) Shall act in a purely advisory capacity and not legally responsible for the management of the Preserves. (b) May assist in the finalization of conservation and recreation plan(s), development of strategic plans for education, marketing, and fundraising, provide technical review from requests for proposals and qualification related to wildlife management, construction, natural resources management from engineers, contractors, and other professional service providers. (c) May confer with the City Manager or his designee on policies related to management and operations of the preserves such as:

	(1) Advise on budget proposal and reports; (2) Review or advise on staff quarterly reports; (3) Participate in future strategic planning efforts; (4) Engage, champion, and participate in grant application and fundraising efforts; (5) Develop specific criteria for the annual evaluation of the preserves; (6) Review bids, proposals, and qualification of contracts for advisory purposes; and (7) Other duties as may be assigned by the city council and/or the city manager.
OTHER INFORMATION	<i>See Port Aransas Code of Ordinances, Chapter 18. Public Places, Property and Services, Article VIII. Public Parks, Division 2. Nature Preserve Technical Advisory Board</i>

PARKS AND RECREATION ADVISORY BOARD	
PURPOSE	Advise the city council in the planning and development of parks and recreation facilities and regulations governing their use.
NUMBER OF MEMBERS	5 members and 1 alternate member
MEMBER ELIGIBILITY REQUIREMENTS	Members shall be qualified registered voters of the city
TERM	2-year term. 3 members' terms expire in even numbered years and 3 members' terms expire in odd numbered years.
MEETING TIME	3 rd Monday of each month
DUTIES	Work in an advisory capacity to the city council in the planning and development of parks and recreation facilities and regulations governing their use.
OTHER INFORMATION	<i>See</i> Port Aransas City Charter, Article IX. Boards and Commissions, Section 9.02(b) Boards and commissions enumerated

BOARD OF ADJUSTMENTS & APPEALS	
PURPOSE	<i>See</i> DUTIES.
NUMBER OF MEMBERS	5 members and 2 alternate members
MEMBER ELIGIBILITY REQUIREMENTS	Qualifications for the members of the board of adjustment and appeals throughout their tenure are as follows: (1) They must be resident of the city throughout tenure and at least 2 years continuously preceding appointment; (2) They must own real property in the city; (3) They must be qualified voters of the city; (4) They must be knowledgeable in affairs of the city and in functions and activities of the board of adjustment and appeals; (5) They must not be an employee of the city and must not serve on the planning and zoning commission or the city council.
TERM	2-year term. Members may be removed for cause by the city council on written charges and after a public hearing. Vacancies shall be filled by city council by the appointment of a suitable person to serve out the unexpired term of any member or alternate who place on the board has become vacant for any cause.
MEETING TIME	As needed.
DUTIES	(1) Hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the building or other administration official in the enforcement of this chapter (i.e., zoning ordinance); (2) Hear and decide special exceptions to the terms of this chapter upon which the board is required to pass under this chapter, including the alteration of nonconforming uses and structures under article V of this chapter (i.e., zoning ordinance). (3) Authorize upon appeal in special cases such variances from the terms of this chapter (i.e. zoning ordinance) as will not be contrary to the public interest, where, owing to special conditions, the literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done. (4) Determine the existence of a lawful, nonconforming use and structure on motion of any affected person.
OTHER INFORMATION	<i>See</i> Port Aransas Code of Ordinances, Chapter 25. Zoning,

	Article II. Administration and Enforcement, Division 2. Board of Adjustments and Appeals
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CHARTER REVIEW COMMISSION	
PURPOSE	The City Council shall appoint at its 1 st regular meeting in July of every 4 th year after approval of this Charter, a charter review commission.
NUMBER OF MEMBERS	5
MEMBER ELIGIBILITY REQUIREMENTS	5 citizens of the city
TERM	The term of office shall be 6-months, at the end of which time a report shall be presented to the city council and all records or proceedings of the commission shall be filed with the city secretary and become a public record.
MEETING TIME	As needed during the 6-month term
DUTIES	Charter Review Commission Duties: (1) Inquire into the operation of the city government under the Charter and determine whether any provisions require revision. To this end public hearing may be held; the commission may compel the attendance of an officer or employee of the city and require submission of any city records it deems necessary to conduct the hearings. (2) Propose any recommendation it deems desirable to ensure compliance with the Charter by the departments of the city government. (3) Propose amendments to the Charter to improve the effective application to current conditions. (4) Report its findings and present its amendments, if any, to the city council. City Council Action: (1) Receive the commission report; (2) Maintain a copy of said report in the office of the city secretary for review by the public in such office; (3) Make copies of such report available to any citizen for reasonable cost of copying; (4) Publish a notice in the official newspaper stating that the report has been received by the city council, that it is on file in the city secretary's office, and is available for review without charge in said office, and that copies of said report are available for reasonable copying costs; (5) Consider any recommendation made by the commission; (6) Order any, all, or none of the amendments recommended by the commission and/or any other amendments which the council in its discretion desires to submit to the voters of the city in the manner provided

	by Texas Local Government Code, Section 9.004, et. seq., as now written and hereafter amended.
OTHER INFORMATION	<i>See</i> Port Aransas City Charter, Article XII. Home Rule Charter, Section 12.06 Charter Review Commission

PLANNING & ZONING COMMISSION	
PURPOSE	Advise the city council in carrying out its various duties and function regarding the planning and environmental quality as provided by the Charter
NUMBER OF MEMBERS	7
MEMBER ELIGIBILITY REQUIREMENTS	Members of the board shall be residents of the City of Port Aransas for at least 12 months preceding the date of appointment; own real property in the city; be a qualified registered voter in the city; and be knowledgeable in the functions and activities provided for in this article.
TERM	2-year terms. Vacancies in any unexpired terms shall be filled by the city council within 30 days from the date of vacancy for the remainder of the term. Appointment years of respective commission members shall be deemed to begin on July 1st
MEETING TIME	Shall not meet less than once each month. Currently scheduled for the 4 th Tuesday of each month.
DUTIES	The Board shall: (1) Make and recommend to the city council a mater plan for the orderly development of the city. The board shall, not less than every 5 years, review and recommend to the city council amendment to the master plan of the city. (2) Have such power, authority, and duties as is consistent with state law and city ordinances governing platting and subdivision of land. (3) Have such power, authority, and duties as are consistent with state law and city ordinances governing zoning. (4) Request information from other departments of the city relative to its work, and, as necessary and within budget appropriation retain professional and consultant services to aid in carrying out its duties. Requests for information regarding other departments of the city shall be directed to the city manager's office. (5) Such other duties consistent with its purpose as may be prescribed by ordinance.
OTHER INFORMATION	<i>See Port Aransas City Charter, Article IX. Boards and Commissions, Section 9.02(a) Boards and Commissions enumerated.</i> <i>See Port Aransas City Charter, Article X. Planning, Section</i>

	10.02 Planning and Zoning Commission. <i>See</i> Texas Local Government Code, Chapter 211
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PORT ARANSAS RECREATIONAL DEVELOPMENT CORPORATION	
PURPOSE	This is a nonprofit, nonmember, non-stock corporation to serve a public purpose for the construction, development, expansion, maintenance, operation and promotion of recreational and sports facilities and programs, including but not limited to sports fields and stadiums, swimming pool, sports complexes, and related facilities and improvements.
NUMBER OF MEMBERS	7
MEMBER ELIGIBILITY REQUIREMENTS	Each member must be a resident of the City. At least 3 members shall be persons who are not city employees, officers or councilmembers.
TERM	2-year term. 4 members' terms expire in even numbered years. 3 members' terms expire in odd numbered years.
MEETING TIME	Once per year and as needed
DUTIES	Corporation's actions need prior express approve of the City Council and may do any of the following: (a) Issue, deliver, approve and sell bonds, notes or other debt instruments as may be necessary, reasonable or appropriate. (b) Make and enter into purchase, sales, loan, lease, trust, and other agreements. (c) Expend, commit, and pledge funds and incur debt. (d) Finance projects and programs. (e) Approve and undertake projects and programs. (f) Make contracts for the construction, maintenance, operation, repair and replacement, and financing of projects, programs and facilities. (g) Establish a depository and make and enter into depository agreements. (h) Invest funds. (i) Make joint venture, partnership, operating or other agreements with the City whereby the City will contract to operate and manage programs, projects and facilities. (j) Make budgets, (k) Hire auditors.
OTHER INFORMATION	See Articles of Incorporation and Bylaws

BOARD APPLICATION

City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373-4128
(361) 749-4111
www.cityofportaransas.org



APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

This information is a public record. Public Service opportunities are offered by the City of Port Aransas without regard to race, color, national origin, religion, sex or disability. If you are interested in applying for more than one position (maximum of three), please indicate the order of our preference by placing a number in the space to the left the board or commission.

- | | |
|--|--|
| ___ Airport Advisory Board | ___ Marine Advisory Board |
| ___ Animal Shelter Advisory Board | ___ Nature Preserve Advisory Board |
| ___ Board of Adjustments and Appeals | ___ Parks & Recreation Advisory Board |
| ___ Charter Review Commission | ___ Planning & Zoning Commission |
| ___ Hotel Motel Occupancy Tax Advisory Committee | ___ Recreational Development Corporation |
| ___ Library Advisory Board | |

If asked to serve on a different board than you indicated, would you be interested? (Circle one) Y N

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

- ☐ Ms.
☐ Mrs.
☐ Mr.

Last Name
 First Name
 MI

Home Address Zip Code Home Phone

Business Address	Zip Code	Business Phone
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Length of Residence in County: _____ City: _____ State: _____

Qualified/Registered Voter of the City? ☐ YES ☐ NO Voter Registration #:

Email Address: (required if available)

List any experience that qualified you to serve in the positions sought.

Have you served as a member of any Port Aransas Board/Commission/Committee ☐ YES ☐ NO

If yes please specify which one and approximate dates of service. _____

Do you have any business or personal relationship with the City that would affect your ability to have impartial judgement in City matters?

☐ YES ☐ NO

If yes please explain. _____

Do you have working knowledge in the following areas:

- | | |
|---|--|
| ☐ Banking/Finance | ☐ Land Use Concept & Master Plan |
| ☐ Business Development | ☐ Law/Contract Administration |
| ☐ Business Management | ☐ Manufacturing/Industrial Operations |
| ☐ Education/Teacher | ☐ Promotion/Marketing |
| ☐ Environmental/Health Science | ☐ Real Estate/Development |
| ☐ Other (please state) _____ | |

Background:

Education/Training: _____

Areas of Interest: _____

Current of Past Volunteer Experience/Community Service:

Please specify current or past volunteer experience/community service, if any, on Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities. Additional information may be attached.

Organization: _____

Organization: _____

Organization: _____

Organization: _____

This application is the only information considered for appointment by the City Council. Please do not send resumes, business cards, photographs or letters of recommendation.

Please call (361) 749-4111 for more information about the City's boards, commissions and committees.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT

I hereby declare and affirm that to the best of my knowledge and belief all statements and answers as written or printed herein are full, complete, and true.

STATEMENT OF INTENT: “If appointed, I agree to serve on the Board/Commission for which I have applied. I do solemnly swear (or affirm), that I have not directly or indirectly paid, offered to pay, contribute, or promised to contribute any money or thing of value, or promised any public office or employment as a reward to secure my appointment or confirmation, so help me God.”

Applicant’s Signature

Date