



BOARDS AND COMMISSIONS APPLICATION

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

❖ All information provided in this application is public information pursuant to the Texas Public Information Act.

❖ All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and to the Texas Public Information Act.

Name _____

Telephone Numbers (Home) _____ (Cell) _____

Residential Address: _____

Email: _____

Business Address: _____

Business Telephone _____

Do you live inside the city limits of Hutto? Yes No

If yes, how many years _____

Are you a registered voter? Yes No

Voter Registration No. _____ (Required)

Have you graduated from Hutto Citizens' University? Yes No

If yes, what year _____

**I AM INTERESTED IN CONTINUING TO SERVE
ON THE FOLLOWING BOARD(S) OR COMMISSION(S)**

Please check the appropriate box. If you serve on more than one Board or Commission, please check the all the appropriate boxes.

Economic Development Corporation

Parks and Recreation Advisory Board

Ethics Review Commission

Planning and Zoning Commission

Historic Preservation Commission

Zoning Board of Adjustments

Keep Hutto Beautiful Commission

Library Advisory Board

I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Hutto, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statements included in my application are true and correct. I hereby affirm that I am aware of the requirements of the position and certify that I meet those requirements.

Applicant Signature _____ Date _____

All applications must be signed and submitted to the City Secretary. Applications are kept two (2) years from receipt of the application as required by the Texas State Library and Archives and are destroyed as mandated.

All individuals that are already sitting on a Board or Commission, whose term has expired or is due to expire, must re-apply each year.

Submit applications:

City of Hutto
Attn: Lucretia Alvarez, City Secretary
401 W. Front Street
Hutto, TX 78634
(512)759-4033 Office
(512)846-2653 Fax
lucretia.alvarez@huttotx.gov



The submittal and execution of the following Responsibilities of Board and Commission Members is a requirement of the appointment process.

Responsibilities of Board and Commission Members

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
5. Do your homework and be thorough in recommendations. 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 careful preparation will strengthen the value of the group's recommendations.
6. Participate in continuing education opportunities offered by the City or related affiliate organizations.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
9. Council appointments to boards or commissions 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.

I acknowledge that I have read the responsibilities and work on the community's behalf to uphold them.

Signature _____

Date _____