



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. May not apply to Task Forces.

Name _____

Telephone Numbers (Home) _____ (Cell) _____

Residential Address: _____

Email: _____

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

If yes, how many years _____

If not, do you live in the ETJ? Yes No

Are you a registered voter? Yes No

Voter Registration No. _____

Have you graduated from Hutto Citizens' University (not required)? Yes No

I've never heard of it, please tell me more.

**I AM INTERESTED IN SERVING
ON THE FOLLOWING BOARD(S) OR COMMISSION(S)**

Please check the appropriate box. If you wish to be considered for more than one Board, Commission or Task Force, please check all of the appropriate boxes.

<input type="checkbox"/>	<u>Economic Development Corporation - Monthly, 2nd Monday of every month</u>
<input type="checkbox"/>	<u>Parks and Recreation Advisory Board – Monthly, 2nd Wednesday of every month</u>
<input type="checkbox"/>	<u>Ethics Review Commission – As needed</u>
<input type="checkbox"/>	<u>Planning and Zoning Commission – Monthly, 1st Tuesday of every month</u>
<input type="checkbox"/>	<u>Building Standards Commission – As needed</u>
<input type="checkbox"/>	<u>Historic Preservation Commission – Monthly, 4th Tuesday of every month</u>
<input type="checkbox"/>	<u>Zoning Board of Adjustments – As needed</u>
<input type="checkbox"/>	<u>Diversity and Inclusion Commission – Monthly, 3rd Tuesday of every month</u>
<input type="checkbox"/>	<u>Emergency Preparedness Task Force – As needed</u>
<input type="checkbox"/>	<u>Library Advisory Board – Quarterly (schedule for the upcoming year is set in the fall)</u>
<input type="checkbox"/>	<u>Communications Task Force – As needed</u>
<input type="checkbox"/>	<u>ADA Task Force – As needed</u>

What is your current occupation?

List any special certifications or professional credentials you hold.

How often do you attend or watch the City Council Meetings?

Date of last attendance or meeting viewing?

Have you attended a Board or Commission meeting for which you have applied?

Yes No

Date of last attendance?

List any experience that qualifies you to serve in the positions indicated.

Highest level of education achieved and degree (if earned).

Do you have any business or personal relationships with the City of Hutto including employees, and elected or appointed officials that would affect your ability to have an impartial judgment in City matters? Attach a separate page, if necessary.

Yes No If yes, please explain.

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: City Secretary's Office
500 W. Live Oak Street
Hutto, TX 78634
(512)759-4839 Office
Angela.Lewis@huttotx.gov

PLEASE COMPLETE THIS PAGE FOR EACH BOARD OR COMMISSION TO WHICH YOU ARE APPLYING.

Please describe your understanding of the purpose of the Board(s) and/or Commission(s) for which you have applied. Attach a separate page, if necessary.

What do you hope to contribute to the community by serving on the Board and/or Commission to which you are applying? Please address each board or commission you have selected above. Attach a separate page, if necessary.

Are you willing and able to commit to regular attendance at the meetings of the board/commission you are applying for?

Yes No

List any volunteer experience that would be relevant or applicable to the Board, Commission or Task Force for which you are applying.



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 _____