HANDBOOK AND DIRECTORY OF BOARDS, COMMISSIONS, AD HOC COMMITTEES, CITY REPRESENTATIVES AND APPOINTED OFFICIALS 2012-2013

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CITY OF LA PORTE

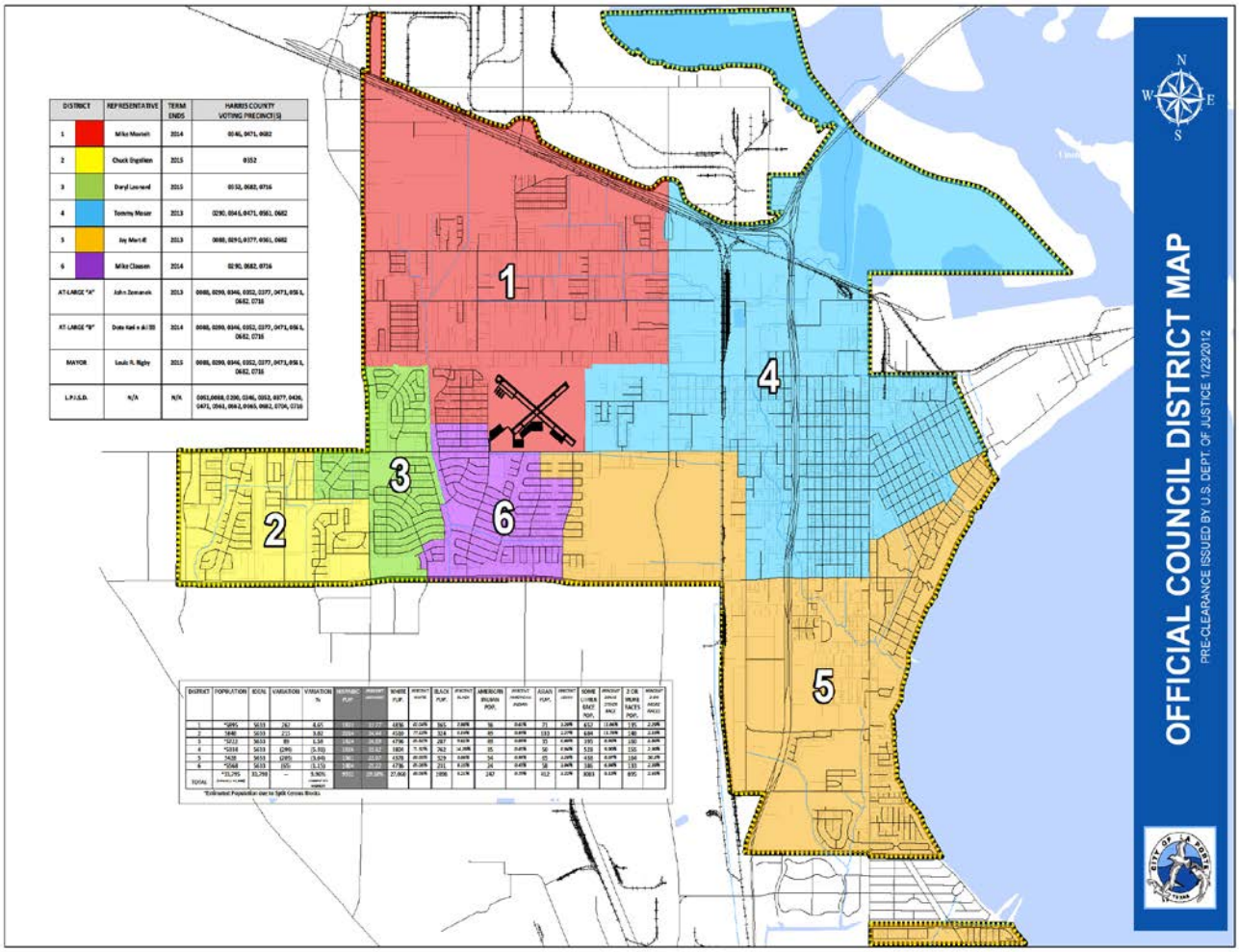
604 West Fairmont Parkway
La Porte, Texas 77571
281-471-5020

Mayor and City Council Members

Mayor	**Louis Rigby**
At Large A/Mayor Pro-Tem	**John Zemanek**
At Large B	**Dottie Kaminski**
Councilmember District 1	**Mike Mosteit**
Councilmember District 2	**Chuck Engelken**
Councilmember District 3	**Daryl Leonard**
Councilmember District 4	**Tommy Moser**
Councilmember District 5	**Jay Martin**
Councilmember District 6	**Mike Clausen**

VOTING PRECINCTS CITY OF LA PORTE
LA PORTE CITY COUNCIL

Mayor	Louis Rigby
District 1	Michael Mosteit
District 2	Chuck Engelken
District 3	Daryl Leonard
District 4	Tommy Moser
District 5	Jay Martin
District 6	Mike Clausen
At Large A/Mayor Pro-Tem	John Zemanek
At Large B	Dottie Kaminski



FOREWORD

The work done by citizens serving on Boards, Commissions, Committees and Appointed Officials time is a vital part of the work of La Porte 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/Director and application from the City Secretary's Office, or the appropriate staff liaison. In addition to submitting a completed application, it will also be helpful to notify the Mayor or a Councilmember of your interest.

This publication provides a listing of Boards, Commissions, Committees and Appointed Officials presently operating in the City of La Porte. The directory is designed to educate the citizens of La Porte 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 281-470-5019

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 La Porte will be both rewarding and fulfilling. Again, thank you for your willingness to serve.

Sincerely,

Louis R. Rigby
Mayor

DEFINITIONS AND LEGAL LIABILITY

Boards and Commissions Defined. La Porte has two types of Boards and Commissions: ADVISORY AND DECISION-MAKING. Additionally, there are Boards whose membership is appointed by the City Council and are separate legal entities. The listing of each committee in this manual provides general description of each type of Board and Commission, as well as any eligibility requirements as defined by City Ordinance.

Advisory Commissions and Boards. Advise the La Porte City Council on public policy. They play a very important role in city government by providing the City Council with creative ideas, feedback from the community, and by serving as a sounding board for proposed public policy.

It is important to remember that the role of Advisory Commissions is not to set public policy, but to advise the City Council.

Name	Members	Term (years)	Expiring Members per year
Airport Advisory Board	5 Regular 2 Advisory	3 -	2/3 -
Animal Shelter Advisory Committee	5	-	-
Chapter 172 Employee Retiree And Insurance Benefits Committee	9	2	1/2
Main Street Advisory Board	9	3	4
Drainage and Flooding Committee 1 Alternate	4 Regular	-	-
Fiscal Affairs Committee	3 Regular 2 Alternate	-	-

Decision-Making Boards and Commissions are "quasi-judicial" and are governed by state law. Decision Making Boards are set or enforce public policy and are potentially subject to review by the courts. Decision-Making Boards also advise the City Council on public policy.

Members serving on Decision-Making boards **should** take an oath of office and are subject to the open meeting, open records, and ethics laws.

Name	Members	Term (years)	Expiring Members per year
Planning and Zoning Commission	7 Members	3 years	Staggered
	2 Alternates	3 years	3
Zoning Board of Adjustment	5 Regular	2 years	2
	2 Alternates	2 years	2/5
Civil Service Commission	3 Regular	3 years	1
Fire Code Review Committee	9 Members	3	3/6
Fire Fighters Pension Board	8	2	4
Building Codes Appeal Board	7	3	Staggered
La Porte Health Authority	2	3	2

Separate Legal Entities. Some Boards and Commissions are separate entities, corporations or political bodies from the City; although the City may appoint the memberships to these Boards and Commissions. Boards and Commissions are usually established under the provisions of a state statute that will set forth the functions, duties, responsibilities, and limitations of the corporation or political body.

The Boards and Commissions that are separate entities from the City, and whose memberships are appointed by the City Council are listed below.

Name	Members	Term (years)	Expiring Members per year
Harris County Appraisal District Representative	1	2	-
La Porte Area Water Authority	5	2 years	2
La Porte Development Corporation	7	2 years	3/4
La Porte Reinvestment Zone #1	9	2	4/4
La Porte Redevelopment Authority	9	2	4/4
Southeast Texas Housing Finance Corporation Board	1	3	1

The members just appointed to these Boards and Commissions oversee the operation of an organization as a Board of Directors would a corporation. The City of La Porte has no or little authority over members except for their appointment; and therefore, the City has limited liability for their actions. Board members will find that the organization to which they have been appointed will provide much of the information needed. The state statute establishing the

organization, the articles of incorporation and the bylaws of the organization will provide a great deal of information.

Ad Hoc Committees and City Representatives. Appointed by City Council to investigate a particular end or purpose or represent the City at meetings. Ad Hoc Committees study and research a specific issue or attend a meeting and report its findings and recommendations to the Council.
It is important to remember that the role of Ad Hoc Committees is not to set public policy but to report its findings and make recommendations to City Council.

Name	Members	Term (years)	Expiring Members per year
Alliance Representatives	2	-	-
Bay Area Houston Economic Development Representatives	2	-	-
HGAC Representatives	2	-	-
National League of Cities Delegates	2	-	-
Texas Municipal League Delegates	2	-	-

Census/Redistricting – Council appoints as needed

Comprehensive Plan Review Committee – Council appoints as needed

Appointed Officials are the City Attorney, Assistant City Attorney's, Municipal Judge, Alternate Judges, Election Judges and Alternate Election Judges.

Legal Liability. It is important to understand that the actions of members of the various City Boards and Commissions can subject the City to liability and subject the Board or Commission members to personal liability. Therefore, Board and Commission members are strongly encouraged to consult with the City Attorney anytime they feel their actions, while serving on such Board or Commission, 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.
As a general rule, quasi-judicial officers cannot be held personally liable for erroneous acts

while honestly exercising the judicial or quasi-judicial functions of their offices. The Boards and Commission members who render decisions are considered quasi-judicial officers. The problem with stating such a general rule as a proposition of law is that there will always be exceptions to the general rule. For example, if a court finds that a quasi-judicial offer performs certain functions in excess of his/her authority and such functions were not performed under a good faith assumption that the officer had the authority to act, then the officer will subject himself/herself to personal civil liability. If a person is damaged by the excessive acts of a quasi-judicial officer, then that officer will have to pay damages to the person harmed. The aggrieved person can also seek other remedies such as an injunction compelling the officer to perform or refrain from performing a particular act.

Officers of the City can also subject themselves, as well as the City, to liability if they perform their functions in a manner that denies an individual any right that is secured to that individual by the Constitution or a statute. An example of how this type of liability could arise is if an officer illegally discriminates against an individual. A City and its officers, as a governmental entity, must treat all individuals or groups equally or in the same manner unless there is a rational basis or a compelling governmental interest to treat someone or some group differently. Therefore, officers of the City should treat all individuals and groups in the same manner. If there is a question concerning whether an individual or group can be treated differently, the City Attorney should be consulted. If an officer illegally discriminates against an individual or group, that individual or group can seek monetary damages from the City and the individual officer for a violation of his rights under the state and federal civil rights statutes.

When members of City Boards and Commissions are acting in good faith and within the bounds allowed by the City ordinances, procedures, the state and federal law, the City will provide a defense for such members to the greatest extent permissible. However, if a Board or Commission member violates a criminal law while serving in his/her official capacity, the City generally will not provide that member a defense. The reason for this is if a criminal law was violated, the Board or Commission member was probably acting outside the bounds of his authority.

The above discussion is by no means intended to be comprehensive and complete discussion of legal liabilities to which the City or the Board or Commission member may be subjected. You are reminded that the City Attorney is available to the City Boards and Commissions and should be consulted on such questions.

APPLICATION PROCESS

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 (604 West Fairmont Parkway), or may call 281-470-5022 to have a packet mailed, or may apply directly on our website. The website address is www.laportetx.gov.

2) Completed applications are maintained in the City Secretary's Office and provided to Mayor and City Council as positions become available.

3) As the terms of the board, commission or committee members expire, the Mayor and Council review applications on file for applicants who have indicated an interest in particular boards.

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) The City Council will then make selections to specific boards, commissions and committees.

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.

7) Your application form will remain on file in the City Secretary's Office for two years and will be resubmitted to the City Council any time there is a vacancy on a board on which you have indicated an interest.

8) If you have an application on file and no longer wish to serve, call and notify the City Secretary's Office.

APPOINTMENT PROCESS

How Board, Commission and Committee Members are Appointed. The La Porte City Council makes all the appointments to the La Porte's Boards, Commissions and most committees with exception of the Civil Service Commission. The Civil Service Commission is appointed by the City Manager and confirmed by City Council. Citizens interested in being appointed are urged to obtain a Handbook and application from the City Secretary's Office at City Hall.

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.

Eligibility and Qualifications. The La Porte City Council seeks out the best-qualified citizens to serve on Boards, Commissions and Committees. The qualifications required to serve on a particular Board, Commission or Committee are determined by La Porte City Ordinance or by the State statute establishing the Board or Commission.

Many of the Boards, Commissions and Committees do not have specific eligibility requirements beyond residency, leaving the membership qualifications to the discretion of the La Porte City Council.

Appointments to Boards, Commissions or Committees having eligibility requirements must be made in accordance with the governing City ordinance or State statute.

APPENDIX A lists all of the Boards, Commissions or Committees having eligibility requirements and details those requirements. Board, Commission or Committee members must continue to meet eligibility requirements during the entire time that they serve on the Board, Commission or Committee. Appendix A will be maintained by the City Secretary's Office and will not require Council approval.

Oath of Office. An oath of office should be administered to all members of Decision-Making Boards and Commissions and if appropriate to all members of Advisory Boards and Commissions. The oath of office can be administered by the City Secretary or a Notary Public for the State of Texas. A Statement of Appointed Officer Form must be completed before oath is administered. The necessary forms are made available in the City Secretary's Office in City Hall.

La Porte's Oath of Office

"I, _____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the City of La Porte, State of Texas, and will to the best of my ability preserve, protect and defend the constitution and laws of the United States and of this State and the Charter and ordinances of this city; and I furthermore solemnly swear (or affirm) that I have not directly or indirectly paid, offered, or promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward to secure my appointment or the confirmation thereof. So Help Me God."

RESPONSIBILITIES OF THE MEMBERS OF BOARDS, COMMISSIONS, AND COMMITTEES

Conflicts of Interest. The Texas Conflicts of Interest Law, V.T.C.A., and Local Government Code Section 171.001 et seq., aimed at local officials' CONFLICT OF INTEREST was passed in 1983. Under the measure, if a local official (or his/her close relative) stands to gain a financial benefit from a matter pending before a public agency upon which the official serves, the person must publicly disclose his/her interest in such matters and then abstain from voting on it.

The Texas Conflicts of Interest Law pertains ONLY to the DECISION-MAKING BOARDS IDENTIFIED IN THIS HANDBOOK.

Definitions

a. "Local public official' means a member of the governing body or another officer, whether elected, appointed, paid or unpaid, of any district (including a school district), county, municipality, precinct, central appraisal district, transit authority or district, or other local government entity who exercises responsibilities beyond those that are advisory in nature. (Note: Persons who exercise "responsibilities beyond those that are advisory in nature" would include, for example, the members of the Planning and Zoning Commission or the Zoning Board of Adjustments.

b. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Substantial Interest in Business Entity

a. For purposes of this chapter, a person has a substantial interest in a business entity if:

   (1) the interest ownership of ten percent or more of the voting stock or shares of the business entity or ownership of $2,500 or more of the fair market value of the business entity; or

   (2) funds received by the person from the business entity exceed ten percent of the person's gross income for the previous year.

b. A person has substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

c. A local public official is considered to have a substantial interest under this section if a person related to the official within the second degree by consanguinity of affinity has a substantial interest under this section.

Prohibited Acts; Penalty

a. Except as provided by Section 171.005 or 171.006, a local public official commits an offense if the official knowingly:

(1) participates in a vote or decision on a matter involving a business entity in which the official has a substantial interest if it is reasonably foreseeable that an action on the matter would confer an economic benefit on the business entity: or

(2) acts surety for a business entity that has work, business, or a contract with the governmental entity; or

acts as surety on any official bond requirement of an officer of the governmental entity.

b. An offense under this section is a Class A misdemeanor.

Affidavit Required

a. If a local public official has a substantial interest in a business entity that would be peculiarly affected by an official action taken by the governing body, the official shall **file,** before a vote or decision on the matter, an affidavit starting the nature and extent of the interest and shall abstain from further participation in the matter.

b. The affidavit must be filed with the official record keeper of the governmental entity.

Contract Authorized

The governing body of a governmental entity may contract for the purchase of services of personal property with a business entity in which a member of the governing, body has a substantial interest if the business entity is the only business entity that:

a. provides the needed service or product within the jurisdiction of the government entity;

b. bids on the contract.

Voting on Budget

a. The governing body of a governmental entity shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member of the governing body has a substantial interest.
b. The affected member may not participate in the separate vote, but may vote on a final budget if;

(1) The member has complied with this chapter; and

(2) The matter in which the member is concerned has been resolved.

No Limitation on Common Law Remedies

a. The penalties and remedies provided by this chapter do not limit common law remedies in tort, contract, or equity, including a suit for damages, injunction, or mandamus.

b. The finding by a court of a violation under this chapter does not render an action of the governing body void unless the measure that was the subject of an action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the chapter.

Open Meetings Act. Texas Government Code, Chapter 551 is commonly referred to as the TEXAS OPEN MEETING ACT. This article generally requires that every meeting of a governmental body must be open to the public and enumerates some exceptions to the requirement.

"Meeting" means a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered during which the governmental body takes formal action.

"Governmental Body" means every City Council in the State, and every deliberative body having rule or quasi-judicial power and classified as a department, agency, or political subdivision of a city.

"Deliberation" means a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body or any public business.

A Posted Notice is required of a meeting of a City governmental body. Written notice of the date, hour, place, and subject of each meeting must be posted on a public bulletin board, located at a place convenient to the public in the City Hall for at least 72 hours proceeding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the governmental body.

Minutes are required to be prepared or a tape recording made of each open meeting.

Closed Meetings. The Texas Open Meetings Act does allow for closed or executive meetings on a few limited subjects. Closed meetings are allowed to discuss pending litigation, certain personnel matters, and the lease or acquisition of land. However, before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting and the presiding

officer publicly announce that a closed meeting will be held and identify the sections of the Open Meeting Act authorizing the closed meeting.
No final action, decision, or vote can be made in a closed meeting. All final actions, decisions, and votes must be made in open meetings. Further, the governmental body is required to keep a certified agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must be made in open meetings. Further, the governmental body is required to keep a certified agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must include an announcement at the beginning and end of the closed meeting indicating the time and place, and must certify that the agenda is a true and correct record of the proceedings. In lieu of maintaining a certified agenda, a tape recording of the closed meeting may be made. It is a misdemeanor offense to participate in a closed meeting where a certified agenda or tape recording is not kept. It is also a misdemeanor offense for any individual to make public such certified agenda or tape recordings unless directed by a court order. These certified agendas or tape recording must be preserved for at least two years.

Penalties. A fine of not less than $100 and not more than $500 or imprisonment in the County jail for not less than one month nor more than six months, or both fine and imprisonment, can be imposed for violating the provisions of the Open Meetings Act or conspiring to circumvent the provisions of the Open Meetings Act by meeting in a number less than a quorum for the purposes of secret deliberations.

Public Information Act. Texas Government Code, Chapter 552 is commonly referred to as the TEXAS PUBLIC INFORMATION ACT.

The Public Information Act applies to virtually all local and state governmental bodies, “private” entities that are supported by or that expend public funds and/or information held by “private” entities in the constructive possession of governmental bodies.

All information held by a governmental body must be released unless the information falls within one of the acts specific exceptions to disclosure.

Virtually all information in the physical possession of a governmental body is subject to the act.

Penalties. A fine of not less than $25 or more than $4,000 or confinement in County jail for not less than three days or more than three months, or both fine and confinement, can be imposed for violating the provisions of the Public Information Act.

A request for information that is received by a Board or Commission under the Public Information Act, should immediately file the written request to both the City Attorney and City Manager. The act requires that a Governmental body must request a decision from the Attorney General, within ten (10) calendar days after the date of receipt of request, prior to withholding information.

Meeting Attendance. A member of a Board, Commission or Committee that has a regular monthly or semi-monthly meeting shall be expected to maintain a suitable attendance record. It is important to keep in mind that your attendance is very important to the Board, Commission or Committee you are serving on and the City Council
appointed you for your expertise. Certain Boards, Commissions or Committees may have attendance policies established by Ordinance or Statute. However, because your attendance is important, the City Council has also established the following attendance policy: If a board members is absent from more than twenty-five (25%) of the duly called meetings in any period of twelve consecutive months or absent from more than two (2) duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a medical reason which prevents the member's attendance, will be subject to removal by City Council. The term "duly called meetings" includes all meetings of the board and all meetings of subcommittees of the board on which the board member serves. The Secretary of the Board, Commission or Committee is responsible for keeping track of the member's attendance. The Secretary shall provide the La Porte's City Council, through the City Secretary's Office, with a quarterly attendance report.

Working with City Staff. Each Board, Commission or Committee member is encouraged to communicate openly with the City Staff. Suggestions, opportunities, and constructive criticism are necessary for a proper relationship with the staff. However, each Board, Commission or Committee member is strongly encouraged to communicate with the appropriate department director assigned to that Board, Commission, and Committee or with the City Manager's Office. Contact with operational type people or individuals below the department director level is discouraged. The Director of Planning working with the Planning and Zoning Commission members and the Director of Public Works communicating with the Airport Advisory Board are examples of these relationships.

Reporting to the City Council. City Council is highly dependent on each Board, Commission or Committee to make recommendations and offer possible solutions to City projects and opportunities. All Boards, Commissions or Committee recommendations should be in a formal or written form. Of course, each Board, Commission or Committee member may from time-to-time want to visit informally with a Council member. This one-on-one informal communications is necessary, but to protect the integrity of the organization, the complete Council should be addressed in terms of the majority of the members of the Board, Commission or Committee.

MEETINGS

Role of the Chairman. The function of the chairman is to provide leadership to the group. He/She has certain duties and responsibilities that must be performed.

a. Insure that the meeting is conducted in accordance with established rules.

b. Maintain order and bring the group to a conclusion on the matters before it.

The Agenda. The agenda should always be prepared ahead of time and copies given to all Board, Commission or Committee members ahead of time if possible. If non-members attend the meeting, they should also be provided with an agenda.

The agenda should be prepared by the department director or staff person assigned to the Board, Commission or Committee. All Boards, Commissions and Committees are subject to the Open Meetings Act and their agenda must be properly posted in a public place, at least 72 hours prior to the meeting.

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.

Robert's Rules of Order. Meetings of Boards, Commissions and Committees are generally conducted under standard parliamentary rules as outlined in Robert's Rules of Order. This handbook contains a quick reference chart for frequently used Robert's Rules of Order.

Public Hearings. Public Hearings are open forums that allow the public an opportunity to express their opinion on a specific issue related to the City of La Porte. Public Hearings are generally conducted in the following manner;

a. The Chairman of the Board or Commission formally opens the Public Hearing.

b. Proponents (those in favor) of measure speak first.

c. Opponents (those against) speak second.

d. After hearing all who wish to comment on the issue, the proponents are allowed to give rebuttal and summarize their position, and then the Chairman formally closes the Public Hearing.

e. Members of the Board, Commission or Committee may ask questions at anytime, 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 in answer to a question asked by a member of the Board, Commission or Committee.

f. If a Public Hearing drew a large number of interested Citizens, a time limit for individual speakers may be set by the Board or Commission before the Public Hearing.

g. The Chairman may use his/her judgment about how strictly this format is followed.

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 the quorum is the majority of the members.

Signing the Minutes for the Meeting. The Minutes of Decision-Making Boards and Commissions MUST be signed by either the Chairman and/or the Secretary once the Minutes are approved by the members of the Board or Commission.

Robert's Rules of Order Relating to Motions

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Adjourn	No	Yes	No	No	Yes	Yes	Yes
Adopt/Accept a Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Adopt constitutions, By-laws, and Rules of Order	Yes	Yes	Yes	1	Yes	Yes	Yes
Adopt Standing Rules	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Amend	2	Yes	Yes	Yes	Yes	Yes	Yes
Amend an Amendment	2	Yes	No	Yes	Yes	Yes	Yes
Amend Constitution, By-laws, and Rules of Order	Yes	Yes	Yes	1	3	Yes	Yes
Amend Standing Rules	Yes	Yes	Yes	Yes	4	Yes	Yes
Appeal (excluding Indecorum)	Yes	Yes	No	Yes	Yes	Yes	No
Debate, to Close, Limit or Extend	No	Yes	Yes	Yes	No	Yes	Yes
Division of Assemble	No	Yes	No	No	Yes	No	No
Division of Question	No	Yes	Yes	No	Yes	5	5
Fix the Time to Adjourn	6	Yes	Yes	Yes	Yes	Yes	Yes
Informal Consideration of Question	Yes	Yes	No	1	Yes	Yes	Yes
Lay on the Table	No	Yes	Yes	No	Yes	Yes	Yes
Main Motion or Question	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nomination, to Make	Yes	Yes	No	No	Yes	No	Yes
Nominations, to Close	No	Yes	Yes	No	No	Yes	Yes

Robert's Rules of Order Relating to Motions

MOTION	DEBATABLE	DEBATE CONFINED TO PENDING QUESTION	CAN BE AMENDED	CAN RECONSIDER	REQUIRES MAJORITY VOTE	MUST BE SECONDED	OUT OF ORDER WHEN ANOTHER HAS THE FLOOR
Nomination, to Re-Open	No	Yes	Yes	1	Yes	Yes	Yes
Objections to Consideration of a Question	No	Yes	No	1	7	No	No
Order, Question of	No	Yes	No	No	Yes	No	No
Order, to Make a Special	Yes	Yes	Yes	Yes	No	Yes	Yes
Orders of the Day, to Call for	No	Yes	No	No	Yes	No	No
Parliamentary Inquire	No	Yes	No	No	Yes	No	No
Postpone Definitely (to Certain Time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postpone Indefinitely	Yes	No	No	8	Yes	Yes	Yes
Previous Question	No	Yes	No	9	No	Yes	Yes
Privilege, to Raise Question of	No	Yes	No	No	Yes	No	No
Recess, to Take a	6	Yes	Yes	No	Yes	Yes	Yes
Reconsider	2	10	No	No	Yes	Yes	Yes
Substitute (same as Amend)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Suspend the Rules	No	Yes	No	No	No	Yes	Yes
Take from the Table	No	Yes	No	No	Yes	Yes	Yes
Withdraw	No	Yes	No	1	Yes	No	Yes

FOOTNOTES TO TABLE OF ROBERT'S RULES OF ORDER

1. An affirmative vote on this motion cannot be reconsidered.

2. Undebatable when the motion to be amended, reconsidered, or rescinded is undebatable.

3. Constitutions, By -Laws, and Rules of Order before adoption are in every respect main motions and may be amended by majority vote. After adoption they require prior notice and 2/3 vote for amendment.

4. Standing Rules may be amended at any time by a majority vote if previous notice has been given, or by a 2/3 vote without notice.

5. If resolutions or propositions relate to different subjects who are independent of each other, they must be divided on the request of a single member, which may be made when another has the floor. If they relate to the same subject and yet each part can stand alone, they may be divided only on a regular motion and vote.

6. Undebatable if made when another question is before the assembly.

7. The objection can be made only when the question is first introduced, before debate. A **2/3** vote must be opposed to the consideration in order to sustain the objection.

8. Negative vote on this motion cannot be reconsidered.

9. Cannot be reconsidered after a vote has been taken under it.

10. Opens to debate main question when latter is debatable.

APPENDIX A

BOARDS, COMMISSIONS, AD HOC COMMITTEES, CITY REPRESENTATIVES, APPOINTED OFFICIALS, AND VOLUNTEERS DIRECTORY 2012-2013

AIRPORT ADVISORY BOARD

Purpose: The Airport Advisory Board advises the City Council on matters relating to the most desirable and efficient operation of the City Municipal Airport. The Airport Advisory Board shall review, from time to time, the City Airport Master Plan, and recommend updating or revisions to such Airport Master Plan. The Board may also make recommendations on such matters as rules and regulations for operations at the Municipal Airport, and for any needed improvements to the facilities at the airport, including such matters as navigational aids, ordinances, zoning requests, height restrictions, development, as well as any other improvements which the board feels would enhance the utility of the City Municipal Airport.

Term: 3 years – appointed by entire City Council

Meeting Time: On an as needed basis

Members:	**Term Expires:**
Deborah Rihn-Harvey	08/31/2013
Nick Hooke	08/31/2013
Hector Villarreal	08/31/2015
Tucker Grant	08/31/2015
Dave Mick	08/31/2013

Staff Liaison: Director of Public Works Dave Mick

Eligibility Requirements:

Members shall be:

Position 1 – Shall be a Fixed Base Operator lessee at the City Municipal Airport.

Position 2 – Shall be a licensed pilot who is a resident of the City and active at the City Municipal Airport.

Position 3 –Shall be a resident of the City of La Porte

Position 4 – Shall be a resident of the City of La Porte

Position 5 – Shall be the City Airport Manager

Advisory Member – Representing the FAA

Advisory Member – Representing the airline or commuter airline industry

ALLIANCE

Purpose: To serve as liaison between Alliance and the City of La Porte and report activities to Mayor and Council and City staff.

Term: Until Replaced

Meeting Time: Meetings are set by Alliance.

Eligibility Requirements:

City of La Porte staff member.

Members:	**Term Expires:**
City Manager, Corby Alexander	N/A
Assistant City Manager, Traci Leach	N/A

ANIMAL SHELTER ADVISORY COMMITTEE

Purpose: To assist the Animal Control Shelter in complying with the requirements of the Health and Safety Code as it relates the standards for the Animal Shelter.

Term: No term limitation

Meeting Time: Meetings are set by Animal Shelter Advisory Committee, but at least three times a year.

Eligibility Requirements: As established by Texas Health & Safety Code Chapter 823.005(b).

City of La Porte staff member.

Members:	**Term Expires:**
Donna Medford, DVM – Veterinarian	No Term
Kenith Adcox – Rabies Control Authority	No Term
Clarence Anderson – Animal Control Officer	No Term
Dana Dicker – Animal Welfare Rep	No Term
John Zemanek - At-Large A Position	No Term

ATTORNEY'S

Purpose: The City Attorney, or other attorneys selected by him/her with the approval of Council, shall represent the city of La Porte in legal matters. He/she shall be the legal advisor of, and attorney and counsel for, the City and all offices and departments thereof.
The City Attorney serves as the head of the department of law.

Term: Until Replaced. They serve at the pleasure of the City Council by a majority vote of the entire Council.

Eligibility Requirements: Must be a competent attorney, duly licensed by the State of Texas.

Attorney's:	**Date Appointed:**
Knox Askins, City Attorney	March 15, 1965
Clark Askins, Assistant City Attorney	August 30, 1999

Staff Liaison: Knox Askins

BAY AREA HOUSTON CONVENTION AND VISITORS BUREAU

Purpose: To serve as liaison between the City of La Porte and Bay Area Houston Convention and Visitors Bureau and report activities back to the City Manager

Term: Until Replaced

Meeting Time: Bay Area Houston Convention and Visitors Bureau schedules meetings.

Eligibility Requirements: Must be a member of City Staff and a hospitality industry professional.

Members:	**Date Appointed**
Vacant (Economic Development Coordinator), Board of Directors	
Joe Bertuglia, Hospitality Industry Professional	2/11/2008

Staff Liaison: Economic Development Coordinator

BAY AREA HOUSTON ECONOMIC DEVELOPMENT REPRESENTATIVES

Purpose: To serve as liaison between the City of La Porte and Bay Area Houston Economic Development and report activities back to Mayor and City Council and City Staff.

Term: Until Replaced

Meeting Time: Bay Area Houston schedules meetings.

Eligibility Requirements: Must be a member of City Council.

Members:	**Date Appointed**
Economic Development Coordinator	
Mike Mosteit	10/25/2004

Staff Liaison: Assistant City Manager, Traci Leach

BOARD OF DIRECTORS
CITY OF LA PORTE TAX INCREMENT REINVESTMENT ZONE NUMBER ONE

Purpose: To finance the development and redevelopment of unproductive, underdeveloped or blighted areas within the City. Created by Ordinance 99-2325.

Mayor shall annually nominate and appoint, subject to Council approval, a member to serve as Chair for a term of 1 year.

Term: 2 Years

Meeting Time: On an as needed basis.

Eligibility Requirements: Must be a qualified voter in the City of La Porte or at least 18 years of age or own property in the TIRZ Harris County and La Porte Independent School District each appoint a member.

Members:	**Term Expires:**
Peggy Antone, Secretary Treasurer	8/31/2013
Dave Turnquist	8/31/2014
Alton Porter	8/31/2013
Horace Leopard	8/31/2014
Doug Martin, Vice Chairman	8/31/2013
J.J. Meza	8/31/2014
Lloyd Graham (LPISD)	N/A
Chester Pool	8/31/2014
Lindsay Pfeiffer, Chairman (Harris County)	N/A

Staff Liaison: Assistant City Manager, Traci Leach

*Mayor shall annually nominate and appoint, subject to Council approval, a member to serve as Chair for a term of 1 year.

BUILDING CODES APPEAL BOARD

Purpose: To provide a comprehensive review of construction codes and make a recommendation to City Council and to hear and determine appeals from applicants.

Term: 3 Year term

Meeting Time: On an as needed basis.

Eligibility Requirements: They must be a resident or non-resident individuals owning or operating a business within the City of La Porte. Council will determine competency based on experience and training in matters pertaining to building construction.

May not be employed by the City of La Porte.

Members:	**Term Expires**	**Subsequent Term Expires**
Position 1 - Tom Campbell/Chairman	8/31/2013	3 year term
Position 2 – Terry Bunch/Vice Chairman	8/31/2013	3 year term
Position 3 – Paul Larson	8/31/2015	3 year term
Position 4 – Lindsay Pfeiffer	8/31/2015	3 year term
Position 5 – Ken Schlather	8/31/2014	3 year term
Position 6 – J. P. Jackson	8/31/2014	3 year term
Position 7 – Mark Follis	8/31/2014	3 year term

*Initial Board Members shall serve coterminous 3 year terms expiring on August 31, 2007. Thereafter, at the conclusion of the initial 3 year term, board members shall serve as noted above.

Staff Liaison: Chief Building Official, Debbie Wilmore

**Chairman to be elected by members at the first meeting and replaced as needed.

CHAPTER 172 EMPLOYEE, RETIREE INSURANCE AND BENEFITS BOARD

Purpose: Under Chapter 172 Rules the purpose of the Trustee is to supervise the operation of the Risk Pool.

Term: No established terms.

Eligibility Requirements: Must be a citizen of La Porte, City of La Porte Employee or an appointed Attorney.

Meeting Time: On an as needed basis.

Members:	**Term Expires:**
Martha Gillett – Citizen Position 1	2013
Juliane Graham – Citizen Position 2	2013
Aaron Corrales (Retiree Representative)	2014
Matt Daeumer (Employee Participant)	No Term
Michael Dolby (Finance Staff)	No Term
Katherine Anderson (Human Resources Staff)	No Term
Clark Askins (Legal Staff)	No Term
Charles Montgomery (Alternate Position 1)	No Term
Robert Eldridge (Alternate Position 2)	No Term

Staff Liaison: Katherine Anderson, Human Resources Manager

CITY OF LA PORTE MUNICIPAL JUDGES AND ALTERNATE JUDGES APPOINTMENTS

Purpose: To be Judge of the Municipal Court.

Term: Until replaced. Serves at the pleasure of council.

Eligibility Requirements: To be a competent attorney, duly licensed by the State of Texas.

POSITION	JUDGE	DATE APPOINTED
Judge	Denise Mitrano	Appointed Assistant Judge 2/24/1997 Reappointed Assistant Judge 4/22/2003 Appointed Municipal Judge 1/1/2005
Assistant Judge		Vacant

ALTERNATE JUDGES

Dick Gregg III	Appointed 8/13/2003
J.L. Jay	Appointed 8/13/2003
John Morgan	Appointed 8/11/2003
Richard Risinger	Appointed 7/23/2003

Each Judge must be reappointed for a 3 year term with Mayor's term.

CITIZENS' CHARTER REVIEW ADVISORY COMMISSION

Purpose: The Citizens' Charter Review Advisory Commission shall perform complete and thoroughly review of the Charter at the direction of City Council.

Term: 9 months – appointed by City Council

Meeting Time: On an as needed basis.

Members:	**Term Expires:**
Mark Follis	N/A
Chuck Harrington – Chairman	N/A
Nancy Lotze	N/A
Nolan Allen	N/A
David Brady, Vice Chairman	N/A
Paul Feazelle	N/A
Tim Cowart	N/A
Stan Sherwood	N/A

Staff Liaison: Patrice Fogarty, City Secretary

CIVIL SERVICE COMMISSION

Purpose: The Civil Service Commission was established in 1981, when the citizens voted to adopt the State's Municipal Civil Service Law, as it applies to sworn police officers. In compliance with State Law, the Commission adopted rules relating to the appointments and the promotions of sworn police officers. Furthermore, the Civil Service Commission conducts investigations and hearings related to police officers appeals of disciplinary actions.

Term: 3 years – appointed by City Manager

Meeting Time: On an as needed basis.

Members:	**Term Expires:**
Keith Trainer – Chairman	8/31/2015
Les Bird, Vice Chairman	8/31/2014
Debra Gallington	8/31/2013

Director of Civil Service – Appointed by Civil Service Commission

Staff Liaison: Katherine Anderson Human Resources Manager/Civil Service Director
2/11/2008– Appointed

DRAINAGE AND FLOODING COMMITTEE

Purpose: To review issues regarding the drainage and flooding issues within the City of La Porte and provide Council with recommendations.

Term: Until Replaced

Meeting Time: On an as needed basis

POSITION	REPRESENTATIVE	TERM EXPIRATION
Chairman	Mike Mosteit	No Term
Vice Chairman	Mike Clausen	No Term
Member	Chuck Engelken	No Term
Member	John Zemanek	No Term
Alternate	Daryl Leonard	No Term

Members appointed by Mayor and City Council.

FIRE CODE REVIEW COMMITTEE

Purpose: The Fire Code Review Committee considers variances, interprets the provisions of the fire code, recommends changes in the fire code and hears appeals from decisions of the fire Chief or Fire Marshal.

Term: 3 years

Meeting Time: On an as needed basis.

Members:	**Term Expires:**
District 1 – Jack Oliphant	08/31/2014
District 2 – Jeff Brown	08/31/2015
District 3 – Woodrow Sebasta	08/31/2015
District 4 – Mark Follis	08/31/2015
District 5 – Jim Bridge	08/31/2015
District 6 – Lester Clark	08/31/2014
At Large A - Bryan Moore	08/31/2015
At Large B – Paul Vige	08/31/2014
Mayor – Lynn Green	08/31/2015

Staff Liaison: Fire Marshal, Clifton Meekins
Deputy Fire Marshal, Steven Simmons & Burt Heddles
Chief Building Official, Debbie Wilmore

FIREFIGHTERS' PENSION BOARD

Purpose: The pension board is responsible for "local" administration of the Texas Statewide Emergency Services Retirement Act (TSESRA) for members of the La Porte Volunteer Fire Department.

Term: Staggered 1 or 2 Year Term

Eligibility Requirements: Must be one of the position descriptions as outlined below

Meeting Time: On an as needed basis.

Members:		**Term Expires:**
John Kling –	Governmental Body Representative	No Term

Staff Liaison: Fire Department Admin Assist., Tammy Kannarr

*Legislative changes effective 9/1/2005 removed two active board member positions.

FISCAL AFFAIRS COMMITTEE

Purpose: An audit/fiscal affairs committee is a group of individuals appointed by the legislative body. They are given responsibility for overseeing audit procurement and monitoring the selection of the independent auditor to the resolution of audit findings. The members of the fiscal affairs committee collectively posses the expertise and experience in accounting, auditing, and finance reporting required to understand and resolve issues raised by the independent audit of the financial statements.

Term: Until Replaced

Meeting Time: Quarterly, just prior to the second Council Meeting of the month in the months of April, July, October, and January.

Eligibility Requirements: Must be a member of City Council

Members:	**Date Appointed:**
Chuck Engelken – Chairman	1998
Daryl Leonard – Committee Member	2010
Served as Alternate 2 since	2009
Tommy Moser	2010
Served as Alternate 2 since	2004
Served as Alternate 1 since	2009
Alternate Member 1 – John Zemanek	2010
Alternate Member 2 – Jay Martin	2010

Staff Liaison: Finance Director, Michael Dolby

HARRIS COUNTY APPRAISAL DISTRICT REPRESENTATIVE

Purpose: To serve as a representative for the City of La Porte on the Harris County Appraisal District.

Term: 2 years

Meeting Time: Harris County Appraisal District sets the meeting dates.

Members:	**Term Expires:**
Ed Heathcott	12/31/2013

Representative voted on by a majority vote of Mayor and City Council.

HOUSTON GALVESTON AREA COUNCIL REPRESENTATIVES

Purpose: To serve as a representative for the City of La Porte at Houston Galveston Area Council meetings.

Term: None

Meeting Time: Houston Galveston Area Council sets the meeting dates.

Eligibility Requirements: Must be a member of City Council

Members:	**Term Expires:**
Representative Chuck Engelken	N/A
Alternate Representative, Jay Martin	N/A

LA PORTE AREA WATER AUTHORITY

Purpose: The La Porte Area Water Authority was created in 1981 by the State Legislature. The legislation granted the Authority rights and powers related to acquisition of water supplies and the collection/treatment of wastes. The early mission of the Authority was to secure surface water to entities contracting with the Authority. The Authority may purchase, construct, lease or otherwise acquire property and facilities relating to their mission. They may contract with persons, corporations, municipal corporation and political subdivisions of the State with the approval of the City Council.

Eligibility Requirements: May not be a member of City Council.

Meeting Time: Meet on an as needed basis.

Members:	**Term Expires:**
Randy Woodard	08/31/2013
Dennis H. Steger	08/31/2013
Doug Martin	08/31/2013
David Janda	08/31/2012
Ken Schlather	08/31/2012

Staff Liaison: Director of Public Works, Dave Mick

Term: 2 year terms by statute

LA PORTE DEVELOPMENT CORPORATION BOARD
Type B Corporation

Purpose: The corporation is organized under, and shall be governed by, the Development Corporation Act of 1979, Article 5190.6, Section 4B, Vernon's Annotated Texas Civil Statutes, as amended (the "Act"), and may issue bonds on behalf of the Unit for the specific public purpose to undertake projects as described in Section 4b of Article 5190.6, including but not limited to projects for the promotion of amateur athletics and sports including ball parks, auditoriums, projects related to entertainment, convention, tourist, and exhibition facilities, amphitheaters, concert halls, and public parks, park facilities and events, open space improvements, learning centers, municipal buildings, museums and related stores, restaurant, concession, and automobile parking facilities, related area transportation facilities, and related roads, streets, and water and sewer facilities, recycling facilities and projects to promote new or expanded business enterprises including public safety facilities, streets and roads, drainage, and related improvements, demolition of existing structures, and general improvements that are municipally owned, development and expansion of affordable housing, as well as any other improvements or facilities that are related to any of the above projects and any other project that the board determines will promote new or expanded business enterprises, and the maintenance and operations expenses for any of the above described projects.

Term: 2 year term

Meeting Time: Quarterly – just prior to the 2nd City Council Meetings in March, June, September and December

Members:	**Term Expires:**
Chuck Engelken	8/31/2013
Mike Clausen	8/31/2014
John Zemanek	8/31/2014
Nancy Ojeda	8/31/2013
Richard Warren, President	8/31/2013
Mike Cooksley, Vice President	8/31/2014
Randy Woodard	8/31/2013

Staff Liaison: Finance Director, Michael Dolby
Secretary of Corporation, Patrice Fogarty, City Secretary, City of La Porte

LA PORTE FIRE CONTROL PREVENTION & EMERGENCY MEDICAL SERVICES DISTRICT

Purpose: The La Porte Fire Control Prevention & Emergency Medical Services District is dedicated to fire safety and emergency medical services in the City of La Porte. The district was approved by a majority of voters of the City of La Porte, at an election held on May 14, 2011.

Term: 2 years

Meeting Time: On an as needed basis

Members:	**Term Expires:**
President Danny Campise	9/1/2014
Dottie Kaminski	9/1/2013
Robert Eldridge	9/1/2013
Thomas Dye III	9/1/2014
Johnny Jones	9/1/2014
Charles Sanders	9/1/2013
Rick A Guzman	9/1/2013

Staff Liaison: Donald Ladd

LA PORTE HEALTH AUTHORITY

Purpose: To serve the City of La Porte on health matters administering state and local laws relating to public health.

Term: 3 years

Meeting Time: On an as needed basis

Members:	**Term Expires:**
Abdul R. Moosa M.D.	8/31/2014
Robert D. Johnston M.D.	8/31/2014
Medical Director: Oscar Boultinghouse	Contract

Staff Liaison: EMS Chief, Ray Nolen

LA PORTE REDEVELOPMENT AUTHORITY

Purpose: To finance the development and redevelopment of unproductive, underdeveloped or blighted areas within the City. Articles and Bylaws approved by Resolution 2000-19.

Per Articles of Incorporation and the Bylaws of the La Porte Redevelopment Authority, an appointment of a Director to the Reinvestment Zone #1, City of La Porte, Texas constitutes an appointment to serve as a Director of the La Porte Redevelopment Authority.

Directors of the Authority shall be appointed by the Mayor of the City with the consent and approval of the City Council and shall be the same persons appointed to the corresponding position of the Board of the La Porte Reinvestment Zone.

Each taxing unit appointment as a Director to the La Porte Reinvestment Zone shall also constitute a nomination of such person to the Redevelopment Authority.

The term of each Redevelopment Authority position shall be coterminous with the corresponding position on the Board of the La Porte Reinvestment Zone.

The Mayor of the City shall always appoint the Chairman of the Redevelopment Board for the term designated by the City.

Term: 2 Years

Meeting Time: On an as needed basis

Members:	**Term Expires:**
Peggy Antone	8/31/2013
Dave Turnquist	8/31/2014
Alton Porter	8/31/2013
Horace Leopard	8/31/2014
Doug Martin	8/31/2013
J.J. Meza	8/31/2014
Lloyd Graham	N/A
Chester Pool	8/31/2014
Lindsay Pfeiffer, Chairman	8/31/2013

Staff Liaison: Assistant City Manager,

MAIN STREET ADVISORY BOARD

Purpose: The Texas Historical Commission manages the Texas Main Street program; the City of La Porte has been selected as one of four 2005 Main Street Cities. As a participant in the program we are required to establish a Main Street Advisory Board, whose role is to help direct revitalization efforts and historic preservation in our historic downtown district, and involves the community in these efforts. The Main Street Advisory Board will select members and oversee four Main Street Committees to focus on downtown issues: Design, Economic Restructuring, Promotions, and Organization.

Eligibility Requirements: Each Board Member should have or provide one or more of the following:

- A demonstrated interest in the program's purpose and its goal
- Specific experience in and/or knowledge of administration, finance, program development, advertising public relations, downtown business activity, communications, design or economic restructuring.
- Representation of a public or private organization in the community or segment of the community.

4-10 Hours of time per month to be dedicated to the Main Street Program.

Term: 3 year terms

Meeting Time: On an as needed basis

Members:	**Term Expired:**
Position 1	8/31/2011
Position 2	8/31/2011
Position 3	8/31/2011
Position 4	8/31/2012
Position 5	8/31/2012
Position 6	8/31/2012
Position 7	8/31/2010
Position 8	8/31/2010
Position 9	8/31/2010

Eliminated position 10 & 11 at the 8/28/2006 City Council Meeting.

Main Street Advisory Board

There are also (30 Ex Officio members of this Board:

1 – The City of La Porte's Main Street Coordinator
1 – The City Manager of the City of La Porte or his designee
1 – The Manager of the La Porte-Bayshore Chamber of Commerce

City Liaison: Economic Development/Main Street Coordinator, Vacant

MAYOR PRO TEM

Purpose: To fulfill the duties of Mayor during periods of absence.

Term: One Year

Meeting Time: N/A

Eligibility: Must be a member of City Council

Members:	**Term Expires:**
John Zemanek, At Large A	May 2013

Staff Support: Patrice Fogarty, City Secretary

NLC DELEGATES

Purpose: To serve as a delegate for the City of La Porte at the National League of Cities Conference.

Term: Per Conference

Meeting Time: Set by National League of Cities

Eligibility: Must be a member of City Council

Members: **Term Expires:**

Two appointments are made by City Council prior to each NLC Conference.

Staff Support: Patrice Fogarty, City Secretary

PLANNING AND ZONING COMMISSION

Purpose: To represent the City of La Porte at meetings and provide information back to City Council and staff.

Term: 3 years

Meeting Time: Third Thursday of each month

Members:	**Term Expires:**
Hal Lawler	8/31/2014
Doretta Finch, District 1	8/31/2014
Richard Warren, District 2	8/31/2014
Helen LaCour, District 3	8/31/2014
Mark Follis, District 4	8/31/2013
Lou Ann Martin, District 5	8/31/2013
Les Bird District 6	8/31/2014
Danny Earp, At-Large A	8/31/2013
Phillip Hoot, At-Large B	8/31/2014

Staff Liaison: Director of Planning & Community Development, Tim Tietjens

SOUTHEAST TEXAS HOUSING FINANCE CORPORATION BOARD

Purpose: To represent the City of La Porte at meetings and provide information back to City Council and staff.

Term: 1 year

Meeting Time: Meetings set by Southeast Texas Housing Finance Corporation

Members:	**Term Expires:**
Betty Moore	8/31/2013

Staff Liaison: Director of Planning & Community Development, Tim Tietjens,

TML DELEGATES

Purpose: To serve as a delegate for the City of La Porte at the Texas Municipal League Conference.

Term: Per Conference

Meeting Time: Set by Texas Municipal League

Eligibility: Must be a member of City Council

Members: Two appointments are made by City Council prior to each TML Conference.

Staff Support: Patrice Fogarty, City Secretary

ZONING BOARD OF ADJUSTMENT

Purpose: The Board of Adjustment shall hear and decide appeals to any order, requirement, decision or determination made by the Building Official related to the Zoning Ordinance. The Board also hears and decides on special exceptions and variances as long as their action is not contrary to public interest and is within the guidelines established by State Law and the City's Zoning Ordinance. The Board shall also conduct public hearings and render decisions regarding the Zoning Ordinance's provisions for non-conforming structures and uses.

Term: 2 years

Meeting Time: 4th Thursday of each Month at 6:00 p.m.

Members:	**Term Expires:**
Chester Pool	08/31/2013
T.J. Walker	08/31/2013
Rod Rothermel	08/31/2013
Charles Schoppe	08/31/2013
George Maltsberger	08/31/2013
Lawrence Mc Neal	08/31/2014
Sherman Moore	08/31/2014

Staff Liaison: Director of Planning & Community Development, Tim Tietjens

CITY OF LA PORTE

APPLICATION FOR CITY BOARDS / COMMISSIONS

NOTE: As an applicant for a City Board or Commission, your name, address and phone number may be available to the press and the public. You have the right to request the exclusion of certain information from press and public access. All other information will remain confidential. You will be contacted before any action is taken on your appointment. Incumbents whose terms expire are automatically considered for reappointment, upon request. A member who is absent for more than 25% of called meetings, for other than medical reasons, will be subject to removal by City Council. Final decisions on appointment and reappointment of members of Boards and Commissions rest with the City Council. **APPLICANT MUST BE A CITIZEN OF THE UNITED STATES; A RESIDENT OF THE CITY OF LA PORTE; AND A QUALIFIED VOTER IN THE CITY OF LA PORTE. MEMBERS OF THE PLANNING AND ZONING COMMISSION MUST ALSO ARE RESIDENTS OF ONE OF THE CITY COUNCIL DISTRICTS FROM WHICH THEY ARE APPOINTED.**

Please type or print clearly DATE: _____

Name: _____ Phone (H) _____

Address: _____ (W) _____

City: _____ State/Zip: _____ Email: _____

Are you a registered voter in the La Porte City limits? **Y or N**

Did you vote in the last City election? **Y or N**

Please indicate your preference by number, 1-2-3, etc.

ADVISORY BOARDS AND COMMISSIONS

_____ Airport Advisory Board
_____ Chapter 172 Employee/Retiree Insurance Benefits Committee
_____ La Porte Health Authority
_____ Main Street Advisory Board **(need not be a resident per Ordinance 2004-2801)**

DECISION MAKING BOARDS AND COMMISSIONS

____ Building Codes Appeal Board **(need not be resident must own Business in La Porte per Ordinance 2733-A)**

____ Civil Service Commission
____ Fire Code Review Committee
____ Firefighter's Pension Board
____ La Porte Health Authority
____Planning & Zoning Commission
____ Zoning Board of Adjustment

SEPARATE LEGAL ENTITIES/NON-PROFIT CORPORATIONS

_____ Harris County Appraisal District Representative
_____ La Porte Area Water Authority
_____ La Porte Development Corporation Board
_____ La Porte Redevelopment Authority
_____ Tax Increment Reinvestment Zone Number One
_____ Southeast Texas Housing Finance Corporation Board

AD HOC COMMITTEES

_____ Census/Redistricting Committees
_____ Other Committee

OTHER

_____ Other/Future Available Opportunities

I, the undersigned am interested in serving on one of the above Boards/Commissions as indicated.

_____ _____
Signature of Applicant Date

"I hereby attest that I do not own or control any entity, nor am I engaged in any business transaction, nor employed, nor belong to any public office, nor am I a member of any board or commission where such activity or membership would present a conflict of interest to my serving on the board or commission for which I am appointed. For such purposes I am also aware that I may be required to file a conflict of interest statement or questionnaire, under Chapter 171 and 176 of the Texas Local Government Code, as applicable, when and if circumstances require."

BACKGROUND / EDUCATION

INSTITUTION	CITY & STATE	DATE LAST ATTENDED	MAJOR

Professional Background:

_____
_____
_____
_____
_____

Community Activities/Hobbies:

_____
_____
_____
_____
_____

References: (include address and phone number)

1._____
2._____
3._____

Additional Pertinent Information:

_____
_____
_____

Goals / Objectives:

_____
_____
_____
_____

Attachments: ____ Yes ____ No

You are welcome to attach additional information, such as, resumes, letters, certifications, etc. that further describe your professional background.

Please return this form and any attachments to:

City of La Porte
City Secretary's Office
604 West Fairmont Pkwy
La Porte, Texas 77571