

## BOARDS AND COMMISSIONS GUIDELINES – Draft #2

Each member of a City board, commission, committee, or task force should submit an acknowledgement form at the beginning of each term. The City Council reserves the right to remove a member of any of these groups for failing to follow these guidelines. Members acknowledge a responsibility to:

- A. Respect and adhere to the American ideals of government, the rule of law, the principles of public administration, and high ethical conduct in the performance of public duties.
- B. Represent and work for the common good of the City and not for any private interest.
- C. Refrain from accepting gifts or favors or promises of future benefits, which might compromise or tend to impair independence of judgment or action. Such gifts include:  
*Special services, discounts or privileges not available to the public, trips, traditional holiday gifts exceeding \$25, and other items intended as benefits for the individual (Administrative Order PRS-10 - Ethics Policy)*
- D. Provide fair, respectful, and equal treatment for all persons and matters coming before the board, commission, committee, or task force.
- E. Learn and study the background and purposes of important agenda items before discussing and/or voting.
- F. Faithfully attend all meetings of the board, commission, committee, or task force and perform all responsibilities of office, unless you are unable to do so for some compelling reason or disability.
- G. Refrain from disclosing any information you received confidentially concerning the business of the City, or received during any closed session of the board, commission, committee, or task force held pursuant to state law.
- H. Avoid any employment incompatible with public responsibilities.
- I. If a potential conflict of interest occurs, disclose the nature and extent of the potential conflict to the chair, staff liaison, or City Attorney prior to the meeting. If a conflict is confirmed, the member should refrain from discussion and/or voting on the agenda item.

*Chapter 176 of the Texas Local Government Code requires you to file a Conflicts Disclosure Statement (“CIS”) with the City Secretary if you or your family member (a) has an employment or business relationship with a City contractor or vendor that results in taxable income, or (b) received or accepted one or more gifts from a City contractor or vendor (excluding gifts of food, lodging, transportation, or entertainment accepted as a guest) with an aggregate value of \$100 in the preceding 12 months.*

- J. Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the board, commission, committee, task force, staff, or public, and from other personal comments not germane to the issues under consideration.
- K. Listen courteously, respectfully, and attentively to all public discussions at your meetings and avoid interrupting other speakers or other disrespectful behavior.

**By affixing my signature below, I agree to abide by these Guidelines:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Board/Commission**

\_\_\_\_\_  
**Date Signed**