



CITY OF  
**AMARILLO**®  
OPEN SPACES ★ ENDLESS OPPORTUNITIES

*Advisory Board Member Handbook*



# AMARILLO CITY COUNCIL

The City of Amarillo, Texas was established in 1887 and in 1913 became the first city in Texas to adopt the council-manager form of government. The Amarillo City Council consists of a Mayor and four (4) Councilmembers, designated as Councilmember Place One, Councilmember Place Two, Councilmember Place Three and Councilmember Place Four. Each is elected at-large by a majority of the registered voters within the City. Each position is up for election every odd year in May.

## INTRODUCTION

Congratulations on your appointment to one of our City's boards, commissions or committees, which serve to connect the City Council and staff to the citizens of Amarillo. The City could not function without the advice, expertise and time provided by individuals like you who volunteer to serve with no pay and little expected reward.

This handbook is designed to assist you in your service to the City. It provides a general introduction to topics, processes and approaches which directly affect members of boards, commissions and committees. While reading the handbook, keep in mind that not all the provisions will apply equally to every board. In cases of legal liability, for example, members of various boards and their officers may be more susceptible than others. The staff liaison assigned to your committee will be able to provide you with more information on the specific duties and responsibilities of the board and its members.

City Secretary and City Attorney staff are available as a resource to all boards, commissions and committees. Any requests for assistance should be coordinated through the staff liaison assigned to your board or committee.

Thank you again for your willingness to serve your community. Your efforts will help keep your City government efficient, effective and accountable.

Prepared by the City Secretary's Office • Revised April 2015

**THIS HANDBOOK IS NOT A LEGAL DOCUMENT AND IS FOR INFORMATIONAL PURPOSES ONLY**

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Traffic Advisory Board  
Zoning Board of Adjustment

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**CORPORATE AND STATUTORY BOARDS OVERVIEW**

Amarillo Economic Development Corporation (AEDC)  
Amarillo Firemen’s Relief and Retirement Fund Board  
Amarillo Health Facilities Corporation  
Amarillo Housing Finance Corporation (sunset)  
Amarillo Local Government Corporation  
Amarillo Metropolitan Planning Organization Policy Committee (MPO)  
Amarillo-Potter Events Venue District Board of Directors  
Canadian River Municipal Water Authority (CRMWA)  
Potter-Randall Emergency Communications District  
Texas Panhandle Centers

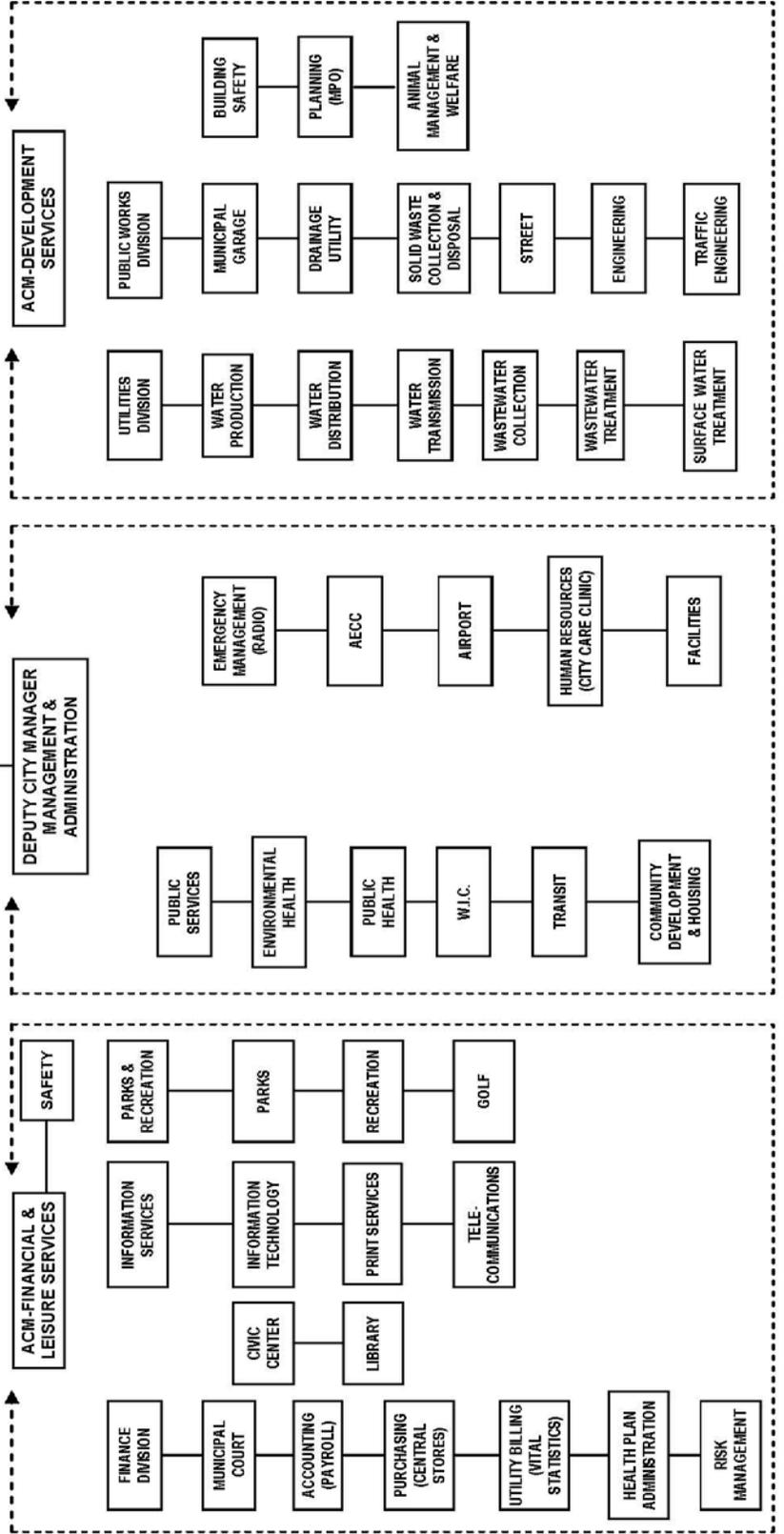
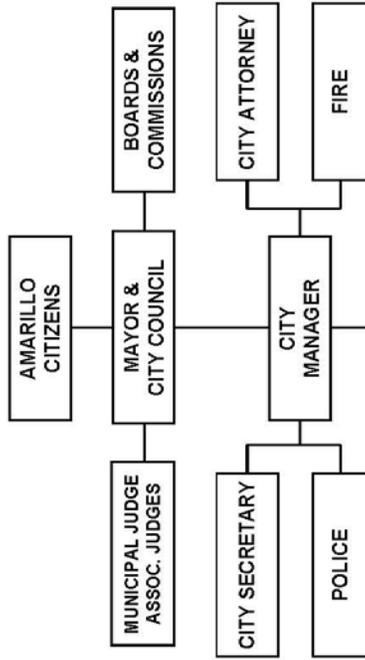
# CITY OF AMARILLO ORGANIZATION CHART

## BOARDS AND COMMISSIONS

Advisory Commission for People with Disabilities  
 Airport Advisory Board  
 Amarillo Economic Development Corporation  
 Amarillo Firemen's Relief and Retirement Trust  
 Amarillo Hospital District Board of Managers  
 Amarillo Housing Corporation  
 Amarillo Housing Finance Corporation  
 Amarillo Industrial Development Corporation  
 Amarillo Local Government Corporation  
 Amarillo-Potter Events Venue District  
 Animal Control Board  
 Bi-City-County Public Health Board  
 Board of Appraisal Review  
 Board of Review for Landmarks and Historical Districts  
 Canadian River Municipal Water Authority  
 Center City Tax Increment Reinvestment Zone #1 Board (TIRZ)

## BOARDS AND COMMISSIONS

Civil Service Commission  
 Community Development Advisory Committee  
 Comprehensive Plan Implementation Advisory Committee  
 Construction Advisory and Appeals Board  
 Convention and Visitors Council  
 Downtown Urban Design Review Board  
 Emergency Care Advisory Board  
 Health Facilities Corporation  
 Library Board  
 MPO Policy Advisory Committee  
 Parks and Recreation Commission  
 Photographic Traffic Signal Enforcement Committee  
 Planning and Zoning Commission  
 Public Improvement District Boards  
 Traffic Commission  
 Zoning Board of Adjustment



## BEING A PRODUCTIVE BOARD MEMBER

You have been appointed to a City of Amarillo board, commission, committee, or auxiliary organization. Now what? Here are some tips for being an effective board member.

- **Understand the mission of your board.** Most boards have a limited scope of affairs for which they are responsible. Know how your board's activities "fit" within the broader city government structure.
- **Respect the chair.** The chair of your board carries a special burden and responsibility for the effectiveness and operation of the board. The chair conducts the meeting and the flow of business. The democratic process requires that business be conducted orderly and in a manner that assures that all viewpoints have an opportunity to be presented. The use of *Roberts' Rules of Order* is not required by law; it is only one way of conducting a meeting. Most City boards typically use a relaxed form of *Robert's*, while a few are more formal in this regard. Respect the leadership style of the chair.
- **Respect your fellow board members.** They are just like you: a respected person selected for service based upon their interest and knowledge in the work of the board, and willingness to serve. Often, the success or failure of a board member is largely dependent on the degree of cooperation among the individual members of the board. To build a consensus around common goals and objectives, members may have to reconcile contradictory viewpoints. Stay focused on solving problems presented and not the personalities involved.
- **Respect the staff liaison.** The City staff person assigned as the liaison to your board is a tremendous resource. He or she can provide technical information, describe other City resources that may be useful to your board work, and guide you through the procedures used at City Hall to conduct business. If you should have any concerns about your staff liaison, visit with your board chair or the City Manager.
- **Complete your training on the Open Meetings Act.** You must complete this training within the first 90 days after appointment. There is no cost to you. Ask your staff liaison for assistance or see the section of this handbook on the Texas Open Meetings Act.
- **Talk to your board chair and staff liaison when you have an idea for a meeting topic.** By law, board discussions are limited to *only* those topics that are posted for a meeting at least 72 hours prior to the start of the meeting. Talking to the chair or liaison well in advance allows time for them to do any necessary research, or to evaluate whether the topic may be better addressed at another time or even by a different board.

- **Do your homework.** Begin by reviewing the agenda packet a few days ahead of the meeting. If you have questions, call your staff liaison right away. He or she will be glad to give you the answer or research it. Springing a surprise question during a meeting is not the best way to get the best information. Asking ahead of time is also a matter of common courtesy.
- **Attend meetings.** Everyone has unexpected schedule conflicts. But when feasible, let your staff liaison know in advance when you will be absent. For a posted meeting to actually occur, a quorum of members (more than half) must attend. No business or activity can occur without a quorum. A meeting can be cancelled if staff knows in advance that a quorum cannot attend.
- **Let the presenter present.** It is usually best to allow a person to make his/her entire presentation, and save your questions until the end. This is especially important if the chair has set a time limit for speakers. Let them have their allotted time and if you still have a question, then ask at the end.
- **Keep the lines of communication open.** As an influential member of the community, you are in the unique position of serving as a liaison between the City and the general public, by helping to reconcile contradictory viewpoints and by building a consensus around common goals and objectives. A primary role of the board is to determine the attitudes of citizens concerning City programs.
- **Be careful with public statements.** Individual members should refrain from representing their views or recommendations as being those of the board, unless the board has officially voted to approve the recommendation. Members making recommendations or expressing views not approved by the majority of the board should indicate that they are representing only their individual viewpoint.

## **OPERATING A BOARD**

A board is comprised of a diverse group of people and it is inevitable that not everyone will agree on issues all the time. However, all efforts should be made to maintain amicable relations among the individual members. Personality conflicts only hamper the group's effectiveness. Nevertheless, in the event that a personality conflict does arise between individual members, it is the chair's responsibility to try to mediate and resolve the problem. If the conflict cannot be resolved, the chair should approach the department head or division director under whose scope of interest the board is assigned and, as a last resort, the City Manager.

Boards are normally comprised of officers, such as the chair, vice-chair, and members. The chair and vice-chair are normally elected by the board members for a one-year term. (In a few cases the City Council directly appoints the chair.)

The **chair** is the key to the proper functioning of the body. The chair has important responsibilities, which include maintaining the unity of the board and ensuring that meetings operate both effectively and efficiently. It is important that the chair knows the responsibilities of the board and limits the discussion and deliberation to the board's assigned area of responsibility. The role of the chair is to encourage the input of ideas, guide discussions in a logical and orderly fashion, and facilitate the overall decision-making process. The chair should clarify ideas as they are discussed and repeat motions, if necessary, to assure that all members fully understand the wording of the item on which they are voting. It is also important that the vice-chair be an effective leader, to administer the meetings in the absence of the chair.

General points for being an effective **chair**:

- Ensure that the meetings proceed according to the rules. The meeting should move along without delay, but be fair and open enough to allow individuals to speak without being unfairly restricted or cut off in an arbitrary way.
- See that the board considers the major issues and does not become sidetracked by insignificant concerns.
- Attempt to bridge the difference of opinions that may exist among the members in order to reach a consensus.
- Be the last board member to give an opinion after all others have spoken.
- Be capable of representing the board effectively to other groups and to the public.

The **secretary** is a member of the City staff who is responsible for notifying members of scheduled meetings, preparing agendas and staff summaries of items to be considered, and for providing recommendations concerning requests. The secretary is also responsible for preparing and maintaining the minutes of meetings.

All board **members** need to be mindful of the following pertinent information:

***Term of Office***

The term of office for each appointed board member is stipulated at the time of appointment. Under normal conditions, members serve a three-year term, with terms being staggered among the members, as equally as possible. A member serves until a successor is appointed.

***Conflict of Interest***

Members of boards must be constantly on guard against conflicts of interest. In short, you should not be involved in any activity which might be seen as conflicting with the responsibilities of your appointment with the City. The people of Amarillo have a right to

expect that you act with independence and fairness toward all groups and not favor a few individuals or yourself. For more information, see the article on Conflicts of Interest.

***Meeting Attendance***

Regular attendance is critical to the effective operation of any board. Regular attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. A member is subject to removal when attendance falls below 70 percent of the scheduled meetings. Exceptions to this policy may be made due to illness or absence by prior permission. If a member is unable to attend a meeting, the secretary to the board should be notified in advance of the meeting.

***Resignation***

If a board member resigns before the end of a term, written notice should be sent through the board's staff representative to the Mayor.

***Regular and Special Meetings***

The majority of boards meet at regular intervals at a designated time and location. Such meetings are considered regular meetings. If it is known in advance that a quorum may not be achieved, attempts will be made to contact all members and applicants before the scheduled meeting.

If it is known in advance that there is a lack of business for the board to consider, a regularly scheduled meeting may be canceled.

Special meetings are those called by the board to discuss an important issue that needs to be addressed immediately. (See the article on Texas Open Meetings Act.)

***Travel Expenses***

A board member who is required to attend an authorized out-of-town meeting or conference, that is related to board service and of benefit to the City, will be reimbursed for reasonable expenses incurred for transportation, meals, and lodging. Expenses for spouses or others accompanying a member on these trips will not be reimbursed. Contact your staff liaison for further policies and travel request forms and expense reports.

## HOW TO CONDUCT A MEETING OR HEARING

A **public meeting** is one that the public may attend and watch. (Example: the public gallery at the Legislature or Congress, or in a courtroom) The public has no right to speak or otherwise participate (although participation may be allowed at the discretion of the presiding officer). By contrast, a **public hearing** is a particular kind of public meeting which is intended and designed for receiving public comments and appropriate participation on a specific topic.

A board may set rules for conducting its meetings and hearings in any reasonable way it chooses. (See below on parliamentary procedure and articles on “Due Process” and “Texas Open Meetings Act.”)

Most boards regularly meet on a pre-set schedule. Special meetings may be called when needed. Although many meetings and hearings are held in City Hall, it is permissible to hold meetings or hearings at alternate locations such as neighborhood centers, schools, libraries and other facilities, if notice is properly given, and if the facility is accessible to persons with disabilities.

### PARLIAMENTARY PROCEDURE

To conduct a meeting or hearing in an orderly manner, parliamentary procedure is normally followed. The rules of parliamentary procedure help the chairperson keep order during a meeting. Unless all the members understand and follow the rules, a meeting can easily become confused. The City of Amarillo recognizes the procedures set forth in *Roberts Rules of Order, Newly Revised* by Henry M. Roberts III and William J. Evans (however, the ordinance allows for other forms of parliamentary procedure to be used). *Robert’s Rules* promote three goals: the right of the majority to decide; the right of the minority to be heard; and the rights of individuals to be protected. These rules are ideally suited for massive meetings such as national conventions where it is difficult to accommodate those three goals. Therefore, most City boards, being much smaller gatherings, typically use a modified or relaxed form of *Roberts Rules*.

Some common parliamentary procedure terminologies are defined below.

<b>Adjourn</b>	To end a meeting with no expectation of or plan to reconvene.
<b>Agenda</b>	List of items or topics to be considered at a meeting.
<b>Amend</b>	To change a motion.
<b>Call to Order</b>	To open a meeting.
<b>Debate</b>	Discussion about a motion or other business properly before the body.
<b>General</b>	On matters where differences of opinion are not expected, the chair

<b>Consent</b>	may request that a motion be accepted without a formal vote. Members show agreement by their silence. For example, the chair may ask for general consent by the members on approving the minutes of the previous meeting.
<b>Majority</b>	More than one-half of the membership in attendance.
<b>Motion</b>	A proposal that the membership take a stand or action on an issue. It is a brief, precise statement of a proposed action.
<b>Quorum</b>	Minimum number of members that must be present to conduct business. Usually it is a majority of the membership, but the law may specify a different number or percentage of members.
<b>Reconvene</b>	To call to order, again, a meeting that has been in recess.
<b>Recess</b>	To temporarily pause the conduct of a meeting for a break of a specified period of time.
<b>Second</b>	A verbal signal indicating support for another member's motion to be considered.
<b>Vote</b>	Means by which motions are accepted or rejected by the membership. Voting may be verbal or by a show of hands. Written votes or secret ballots are not allowed for members of governmental bodies and boards.

### **PUBLIC MEETING & HEARING PROCEDURES, GENERALLY**

In accordance with the Texas Open Meetings Act, written agendas for all public meetings and hearings must be prepared in advance. This is done by the staff liaison in conjunction with the board chair. Typically, for each agenda item there is a written staff report advising the members of the facts surrounding the agenda item and recommendations of the staff's professional opinion and position on the item. The agenda and staff report will be either mailed or delivered to each board member prior to the meeting. Studying the agenda, staff reports, and supplemental materials beforehand helps the individual board member prepare for the meeting and stay focused on the issues under discussion. You are encouraged to freely contact staff prior to the meeting for clarification or answers to questions.

A board may conduct business only when a quorum is present. If there is no quorum, the only activity that may occur is for the Chair to acknowledge the absence of a quorum and adjourn.

The chair should open the hearing and explain to the audience the meeting/hearing procedures. The applicant or staff should be heard first and usually with no time limit. If there are numerous persons who will participate (either as a matter of right in a hearing or by permission in a meeting), and all represent the same views and opinions, the chair may ask that a spokesperson be selected to speak for each group. If this arrangement cannot be made, the chair may restrict each speaker to a limited amount of time (generally 3-5 minutes) so all may be heard. The chair may also set a total time limit for presentations (such as 1 hour, 3 hours, etc. as the topic may merit). In instances where a total time limit for the proceeding is set, the chair must be careful to alternate speakers (pro and con) to assure balanced opportunity for all sides within the time limit. Irrelevant and off-the-subject comments should be ruled out of order by the chair.

#### **PUBLIC MEETING OR HEARING PROCEDURES, DETAILED**

- A. The proceeding is called to order by the chair and the name of the board is identified. For example:

***"This is the regular meeting of the (meeting date) Amarillo Planning and Zoning Commission. The Planning and Zoning Commission consists of seven voting members and one ex-officio member, who is a representative of Leadership Amarillo."***

- B. The chair explains the purpose of the meeting or hearing and the procedures to be followed. The items are heard in the order they appear on the agenda, unless the chair indicates a new order will be observed.
- C. The people in attendance are advised that anyone wishing to speak on any item will be heard (if that is the case).
- D. The chair reads the title of the application or item to be considered.
- E. The staff gives an oral report explaining the action requested, the facts and issues, and staff recommendations.
- F. If it is a public hearing (or, a meeting for which the chair will accept public participation), it is then opened. The applicant or representatives present first and answers board member questions. Each person speaking shall first be recognized by the chair, come to the microphone, state name and address, and then address all remarks to the board. Time should be started after the speaker states name and address. All those speaking FOR a request will be heard first and those AGAINST will be heard second. Rebuttal shall be allowed by the applicant or FOR speakers.
- G. Insist that all speakers talk into the microphone, and only at a microphone, to assure a proper recording is made.

- H. Board members may discuss the item among themselves and may interact with persons speaking. Preferably, the speaker should be allowed to finish their allotted time before board members interrupt with questions or comments (which makes it difficult to assure the speaker had the benefit of their allotted time).
- I. After all parties have been heard and any questions of the board have been answered, the chair shall declare the discussion closed (and if a hearing, that the hearing is closed).
- J. The board shall deliberate and make a decision by motion and majority vote (unless law requires a higher voting percentage, such as 3/4<sup>th</sup>).

### **Motions**

When a member wants to make a proposal regarding an item on the agenda for the board to consider, a motion must be made. This is the only way an idea or proposal from a member may be presented to the body for discussion and possible action. Making a motion or second is merely a formality to get the matter formally before the board; doing so does **not** obligate the member to ultimately vote for or support a motion or second that he/she makes.

A motion should be worded in the affirmative: "I move that we *approve ...*" It can be tempting to word a motion negatively when that seems to reflect the mood of the board's deliberations. Nonetheless, doing so can lead to legal questions because the law looks to see if there was a favorable vote or not on a matter. It is better to word the motion affirmatively and have it be defeated, say 0-5, than to word it negatively in order to get a 5-0 vote for a negative motion that does squarely align with legal standard for a test by affirmative vote.)

A motion goes through the following steps:

1. After being recognized by the chair, the member makes the motion ("I move....").
2. Another member must second the motion. (If there is no second, then the proposal dies.)
3. The chair restates the motion and asks for discussion.
4. After discussion, the chair asks the members to vote on the motion. The vote may be verbal or by a show of hands, asking for those FOR, AGAINST, and ABSTENTIONS.
5. After the vote, the chair announces the decision ("The motion is carried," or "The motion fails," whatever the case may be and the vote tally, such as 4-1).

Phrasing a motion is sometimes difficult and corrections may be necessary before it is acted upon. Until the chair restates the motion, the member making the motion may rephrase it or withdraw it. A motion to amend [a main motion] requires a second and majority vote. If the amendment passes, then the chair restates the main motion as it was altered by the amendment. Then that main motion, as amended, must then be voted upon.

In making a motion, members should try to avoid including more than one proposal in the same motion. If other members do not object, the chair may proceed to treat each proposal as a separate motion to be acted upon.

### **Voting**

Must be verbal or by show of hands. Written or secret ballots are illegal for a governmental body or board.

### **Minutes**

Minutes of all meetings must be prepared and kept by the appropriate department's staff. Written minutes, upon approval of the board, constitute the official record of determinations made by the board. Additions and corrections to the minutes may be made only in a public meeting, with the approval of the board, and not by the private request of individual members. Minutes of all meetings are forwarded to the City Council for their information. (See the article on Texas Open Meetings Act.)

## **MANAGING A MEETING**

Boards operate by meeting and discussing agenda items to reach a satisfactory decision. Meetings should not be held unnecessarily and the discussions should not be unduly long-winded. The ability to control discussions can make the difference between a sidetracked dialogue and an insightful observation. Members should be aware of the challenges in conducting a productive public meeting or hearing, and cooperate with the chair in this matter. Challenges for managing a meeting:

- **Loss of Control and Redundancy:** If many people want to speak in a limited time, speaking time should be rationed so that all may be heard. A helpful method is requesting a show of hands from those who wish to speak on a particular subject, then making a time allocation and holding to it. It is not necessary to permit individuals second and third opportunities, unless they present new and relevant factual information.
- **Appearing to Seem Unfair:** Board members should never bring up the pros and cons of an agenda item before all speakers have presented. The discussion should stay on the facts presented, not on the presenters.
- **Failing to Bring Issues to a Vote:** Board members may get bogged down in petty details, endless searches for new data and procedural distractions such that matters brought before the board never seem to get resolved.
- **Wasting People's Time:** Do not make people who have come for a hearing wait hours to be heard or, worse yet, make them come back again, because there was not time for them to be heard. Try to adhere to the schedule listed on the agenda and complete the meeting in a timely fashion.

## **RULES FOR SPEAKERS**

All speakers must state their names and addresses for the record. Speakers are not allowed to directly cross-examine an applicant, staff, or another member of the audience. All comments and questions shall be directed to the board and Chair, rather than directly to another person. The Chair decides what is an appropriate question or one that should be disregarded. Speakers should express their comments as concisely and briefly as possible. Remarks should be directed to the merits of the application or request and not to the character of the applicant or any other speakers.

## **WITHDRAWAL OF APPLICATIONS**

Once an application has been submitted to the appropriate City department, it may be withdrawn only at the department head's/division director's discretion. The department head/division director may not permit an application to be withdrawn if public notices have been mailed out, the agenda has been set, or the withdrawal is merely to delay consideration as a political move. In most cases, where the application is for a minor change without much public comment expected, the withdrawal may be allowed at any time.

## **DUE PROCESS**

The U. S. Constitution provides that no person may be “deprived of life, liberty or property, without due process of law...” The objective of procedural due process is to ensure that the decision-making process is open, fair and thorough. Due Process also helps to assure that a board has all information needed to make decisions.

According to P. Marlin Smith, author of “Due Process: The Elements of Fair Play,” the constitutional requirement of fairness has nine (9) general procedural aspects:

- **Notice:** A fundamental aspect of due process is giving adequate and timely notice of proceedings in the decision-making process. Proper notice is achieved by publication as required by other law. This may include publication in a newspaper of general circulation, posting notice at City Hall, internet website, letters to certain persons, or other types of notification. (See article on Texas Open Meetings Act for more information on notice requirements.)
- **Opportunity to be Heard:** In a public hearing (versus merely a public meeting) all persons interested in a proposed decision must be given an opportunity to present their views and offer testimony. The failure of a board to conduct an appropriate public hearing that gives everyone a fair opportunity to be heard may invalidate the action taken at such a hearing, if legal action through the court system is pursued. Limits on speaking must be applied evenly to all participants. Example: time limits or not allowing further comment until everyone has had an opportunity to speak once, etc.

- **Right of Cross-Examination:** This applies to those few boards that may conduct a quasi-judicial hearing. All parties should be given the opportunity to question their opponents and opposing witnesses. Boards should not accept testimony offered at its face value. By permitting the cross-examination of the testimony, hearings are procedurally fairer and complete information is more likely to be produced.
- **Disclosure:** There must be an opportunity to see, hear, and know all of the statements and evidence considered by the board in making a decision. Private communications between board members and either an applicant, witness, or others – outside the meeting or hearing – is called *ex parte* communication. It destroys the credibility of the proceeding and can deprive it of fairness. To be valid, a public hearing (versus a public meeting) must meet the test of fundamental fairness. The failure to disclose information taken into consideration by the advisory board destroys the fairness of the decision-making process and may deprive the parties of procedural due process.
- **Findings of Fact:** In proceedings that are quasi-judicial in nature, there must be a clear statement of what the board believed to be relevant and important facts on which it based its decision. Where the decision is characterized as a legislative one, such as rezoning actions, findings of fact are ordinarily not required. Explicit and careful findings of fact enable all persons interested in the decision to know just exactly what was decided and why. This is an essential element of procedural due process in applicable hearings.
- **Conflict of Interest:** When a board member has a financial interest in the decision, a decision by that member is infected with potential bias and, is not permitted. It is just as important for a board member to avoid even the appearance of impropriety in decisions made by the advisory board. (See the article on Texas Conflict of Interest Law.)
- **Prompt Decisions:** Due Process requires that a decision be made as promptly as the gravity of the case and the circumstances reasonably allow. However, the goal of promptness should not dictate unreasoned decisions. If necessary, a recess or tabling an item for a later vote does not violate due process, so long as the delay is not unreasonable.
- **Records of Proceedings:** Procedural due process requires complete and accurate records be kept of proceedings. (See article on Texas Open Meetings Act.)
- **Written Ground Rules for Fair Hearings:** No board can conduct business in an orderly and efficient manner unless it has a set of rules, which are available to any person who appears before the board. Unless the participants in the hearing

process know the ground rules that will govern the hearing, they cannot adequately prepare themselves for the hearing. The chairperson, at the start of every hearing, should briefly recite rules to be followed during the course of the hearing so everyone understands in advance how the hearing will proceed.

For those boards making recommendations to the City Council on ordinances, the procedures must not only be fair, the decisions must be substantively constitutional. Substantive due process is the term applied to the constitutional requirement that the substance of statutes, ordinances, rules and decisions must not be arbitrary or capricious. Denial of the right to life, liberty or property by means that are arbitrary and capricious could be found to violate substantive due process. The burdens imposed on the individuals must be balanced against the public benefit secured by the regulation. In short, **there must be a rational relationship between the exercise of legislative (rule-making) authority and the achievement of a legitimate public purpose.** In a close case, where there is competing evidence or studies on both sides of an issue, then reasonable minds may differ as to the very existence of the problem, the precise nature or cause of the problem, or what might be the best solution. In such instances, the board must make the difficult call by carefully: (1) weighing the credibility of the testimony, evidence, or studies; (2) pondering the broader context of the problem and the proposed solutions; (3) trying to anticipate unintended consequences or impacts of the solutions offered, beyond the narrow interests of the applicant or advocates suggesting a particular solution; and, (4) rendering the decision that, *in the opinion of the board*, best balances the legitimate concerns and promotes the public health, safety, welfare, aesthetics, etc., as the case may be.

The procedural and substantive aspects of due process have become much more important to citizens and boards, since a constitutional violation by local government, whether procedural or substantive, could subject the municipality to a law suit. This encourages the municipality, if an error is made, to err on the constitutional side of regulations. Board members must continually be aware of the limits placed on them by procedural and substantive rules of due process and judge their actions by a concept of fundamental fairness.

## THE TEXAS CONFLICT OF INTEREST LAW

The Texas Conflict of Interest Law (Chap. 171, Tex. Local Gov. Code) is aimed at preventing local officials from using their positions to financially benefit themselves, their businesses, and/or their relatives. The law requires that if a local official (or close kin) either (1) has a “substantial interest” in or (2) stands to gain a financial benefit from a matter pending before a body upon which the official serves, then the official must publicly disclose his/her interest in such matter and abstain from deliberation and voting on it. The official must also execute a sworn disclosure statement (affidavit). Forms are available from your staff liaison, the City Secretary, or City Attorney offices. The completed affidavit will be forwarded to the City Secretary for you.

For the purposes of this law, the term “local public official” means:

***“A member of the governing body or another officer, whether elected or appointed, paid or unpaid, of any district (including a school district), county, city, precinct, central appraisal district, transit authority or district, or other local governmental 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, as examples, members of the City Council, Planning and Zoning Commission, Civil Service Commission, Zoning Board of Adjustment, or a development corporation board authorized to approve financial obligation charges. The term includes all boards that have final authority over matters within the board's jurisdiction.

### **Business Interests**

An official is considered to have a substantial interest in a business if he owns 10 percent or more of the voting stock or shares of the business, \$15,000 or more of the fair market value of the business, or if monies received from the business exceeded 10 percent of the official's gross income for the previous year. For purposes of the law, a business entity means a sole proprietorship, partnership, firm, corporation, holding company, Joint Stock Company, receivership, trust, or any other entity recognized in law.

### **Real Estate Interests**

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

### **Kin Interests**

The official has a substantial interest if a person related to him/her in the first or second degree by blood or marriage has a substantial interest in the matter. The official should disclose the relationship and abstain from voting.

You are subject to penalty for the following actions:

- Participates in a decision on a matter involving a business entity in which he has a substantial interest if it is reasonably foreseeable that the action would confer an economic benefit to the business involved.
- Acts as a surety for a business entity that has a contract, work, or business with the governmental entity.
- Acts as a surety on any official bond required of an officer of the governmental entity.

A violation of the Texas Conflict of Interest Law is a Class A misdemeanor, punishable by a fine not to exceed \$2,000, confinement in jail for a term not to exceed one year, or both. Also, if the court finds a violation, the action of the governing body is not voided unless the item that was the subject of the action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the law.

### **AMARILLO CITY CHARTER**

Aside from the Conflict of Interest Law, a broader prohibition which includes City officials and employees is found in Article V, Section 4, of the Amarillo City Charter:

***“The Mayor, Councilmembers, and other officers and employees shall not be indebted to the City, shall not hold any other public office or emolument of any contract, job, work or service for the municipality, or interested in the sale to the City of any supplies, equipment, materials, or articles purchased.”***

This provision does not apply to board members because board members are neither officers nor employees of the City. Moreover, as currently administered, no City board makes or recommends purchases or contracts for supplies, equipment, materials or other articles purchased by the City. However, for those few auxiliary organizations (such as Amarillo Hospital District or Amarillo Economic Development Corp.) that do decide or recommend expenditures of public funds, then such board members should scrupulously observe both the preceding section on Conflicts of Interest Law and this Charter clause.

### **OTHER REQUIREMENTS**

In addition to the requirements imposed by state statute or City charter, some advisory boards may be governed by federal regulations of conduct. For example, the Community Development Block Grant program is governed by strict conflict of interest regulations set by the federal government. If additional requirements regarding conflict of interest apply, the department head or division director will advise the board of these further requirements.

### **SOUND DISCRETION**

Every public official has been entrusted with a special confidence and is bound to act in good faith, with the utmost regard for the interest of the people reposing their trust in him/her. Under this burden, a public official must avoid not only actual impropriety, but even the possibility or appearance of impropriety. A public official is expected to subordinate any and all personal interests to the best interest of the public he or she serves. On occasion, an appearance of impropriety or uneasiness about participation in matters will arise, but which does not actually constitute a conflict of interest under the precise requirements of the state law or City Charter. In these cases, the commissioner or board member is encouraged to abstain from deliberation and voting on the matter, but there is no need to file an affidavit with the City Secretary.

# BASICS OF OPEN MEETINGS & OPEN RECORDS

Marcus Norris, City Attorney

## HISTORY

The roots are in the 1969-71 Sharpstown scandal, which rocked Texas state government at the highest levels. There was tremendous public outcry. In 1973, the Legislature amended and updated the 1967 Open Meetings Act, and adopted a brand new sister statute, the Open Records Act (now known as Public Information Act). The intent of both laws is to make government actions and records more transparent to the public.

## OPEN MEETINGS ACT

1. A meeting occurs anytime/anywhere a quorum discusses City business (Exception: social or seminar).
2. Must post agenda topics 72 hours in advance, including closed session topics.
3. Shall only discuss the posted agenda topics; no deliberation of a stray topic.
  - Stray topic? May reply with statement of fact/policy, refer to staff, or discuss placing it on a future agenda.
4. Closed session: to discuss matters that are not public at this time. (e.g., legal advice, real estate, personnel, etc.)
  - Freely discuss and give direction to staff, but never take a vote or make a final decision in closed session.
  - Not recorded; however, there is a “Certified Agenda” (minutes of closed session) signed and sworn to by presiding officer, generally summarizing what was discussed in the closed session.
  - Certified Agenda is sealed; opened only by court order or, may allow an absent member to view.
5. Email, texting, cross-posting on social websites = high potential to violate the Open Meetings Act in several ways:
  - “Reply to All” involving a quorum or a chain of “Forwards to a quorum = *a meeting*, per the A.G.
  - Law requires that minutes reflect the gist of all statements made “during” a public meeting; if members are sending reach other electronic statements, then that discussion is not in the minutes and therefore a violation of the law—unless those electronic messages are about weather, ball scores, or recipes.
6. Penalties: Violation of the Open Meetings Act is a crime; invalidates any decision or vote taken illegally; liable for civil damages & attorney fees to a person damaged by the illegal decision. May result in removal from office.

## **PUBLIC INFORMATION ACT**

1. Applies to all information (regardless of the format or medium) collected, assembled, or maintained by or for City business. (However, there are 59 exceptions that allow information to be withheld, either temporarily or permanently.)
2. Email: the Texas Attorney General has determined "... that email correspondence in personal email accounts can sometimes be subject to the Act." Texas Public Information Handbook 2010, at 17. That means the public may be able to get your personal emails concerning City business. (However, a federal court has ruled that an official's 'City business' emails that are on a personal email account, not the City network, are not public information.)
3. Penalties: Violation of the Public Information Act is a crime, whether by withholding public information or by disclosing confidential information. May result in removal from office.
4. Evidence: it may or may not be available via a Public Information Act request, but a subpoena can nearly always get it!

## **MEDIA RELATIONS**

Reporters may want to interview advisory board members regarding the way they voted on a particular item considered by the board/commission on which they serve. They may want to know your reasons for your decision and possibly some background regarding the item considered. A reporter does not include everything discussed at a meeting. News stories are not secretaries' minutes, but normally include highlights of the meeting or items important to the reporter. Sometimes what is reported as news is dependent on what else is happening during a particular news cycle. If it is a "slow" news day, an event that is normally not considered newsworthy can make the headlines. Whether you agree with the press on what is newsworthy or not, be aware that everything you say could be quoted.

From a reporter's viewpoint, an event is considered newsworthy if it: involves important people; involves "ordinary" people associated with important events; involves change; is occurring right now; or involves controversy or conflict.

Below are a few tips for working with the media, whether it is for the newspaper, radio or TV.

1. **Respect deadlines. Make yourself accessible.**  
Return calls to reporters promptly. Respecting reporters' deadlines for a story contributes towards building trust and respect and promotes greater accuracy and balance in a story.

2. **Make sure the reporter understands the issues.**

Most reporters are generalists, so use simple, clear language. Avoid jargon. Understand that different reporters have different backgrounds, so be patient with them. If you are concerned that the reporter may not have a firm grasp of the issue, make sure the reporter knows you would welcome a phone call if they have follow-up questions.

3. **Reporters deal in facts and figures.**

While reporters covering municipal government are generalists, they deal in specific facts, numbers, dates, amounts, etc. Refer the reporter to the City staff to attain studies, reports or documents that will enable them to write a complete and accurate story. If the staff has a question as to whether they should release a document, the City Attorney should be consulted.

4. **Reporters are always searching for quotes.**

In addition to facts and figures, reporters are always in search of a substantial quote they can attribute to someone. It gives their stories vitality and validity. Be prepared to see whatever you say to the reporter in print the next day, in or out of context. Further, the press likes to quote “off the cuff” remarks, so try to avoid making them. Talk freely, candidly, and openly, knowing that any one of the groups of words may appear in a direct quotation.

When responding to a request for a taped radio or TV interview, request the questions in advance so you can prepare a well-thought-out response. Both you and the station will benefit. In this case, everything you say is a quote.

5. **There is no such thing as “off-the-record.”**

That's the policy of most media reporters when it comes to things said at public meetings. Simply stated, whatever you say will be attributed to you. You will be quoted, so think before you talk. Envision what you say in print tomorrow morning, in quotes.

6. **Never say “No Comment.”**

Reporters translate “no comment” into: “They are hiding something.” It raises suspicion that you are covering something up – not only in the reporter's mind, but also in the readers' mind when they read “no comment” attributed to you in the newspaper the next day. Remember, the reporter is attempting to write a balanced story and that means getting everyone's comments. If you can't comment because it is a legal or personnel issue, explain why – that it is under investigation, involves privacy, etc.

7. **Don't be afraid to say, “I don't know.”**

If you don't know, admit it. You aren't expected to know everything. Instead, tell the reporter the name of the person who might know or that you will find out the information and get back to the reporter as soon as possible. Find out what their deadline is and honor it with the information requested.

8. **Don't favor one newspaper or station over another.**
9. **Provide the reporter with feedback.**  
 Everyone needs feedback, both good and bad. Don't bother with the minor inaccuracies in a story. Realize that not everyone pays attention to the news as closely as you do. Take the news with a grain of salt, especially the bad news. However, if a story contains inaccurate information that is important, contact the reporter and ask for an explanation and a correction. Don't go over the reporter's head, except as a last resort.
10. **Know the written law regarding freedom of information.**

The media is the City's main access to the public. It takes time to develop a trusting relationship. Work at maintaining good media relations, so it works for you and the City as a whole. If you have questions or concerns related to media relations, please contact the City's Community Relations Coordinator at 378-3549, where you may also receive business card copies of these helpful media tips for City leaders:



## **MEDIA TIPS** For City Leaders

### **DOs**

1. Do call the PIO.
2. Do prepare for an interview.
3. Do keep answers short and simple.
4. Do focus on 2 to 3 talking points.
5. Do tell the truth.
6. Do listen to the reporter's questions.
7. Do pause . . . think before you answer.
8. Do say "I don't know" when you don't know. Then say you'll find out.
9. Do check your appearance.
10. Do pay attention to news deadlines.

*From the Texas Association of  
Municipal Information Officers*



## **MEDIA TIPS** For City Leaders

### **DON'Ts**

1. Don't lie - EVER!
2. Don't go "off the record." There is no such thing as "off the record!"
3. Don't say "no comment." Say something! "I can't comment on a pending lawsuit."
4. Don't say anything you wouldn't want on the Evening News or Page 1.
5. Don't speculate, offer personal opinions, or speak beyond your expertise.
6. Don't use jargon.
7. Don't play favorites.
8. Don't ignore media calls.
9. Don't become angry or provoked.
10. Don't screw up on a slow news day!

[www.texastamio.org](http://www.texastamio.org)

## **ADVISORY BOARDS AND COMMITTEES OVERVIEW**

The City Council recognizes the continued need and value for citizen boards and committees to offer advice to the City Council on select matters. The following is an overview of the various Boards authorized by Amarillo Municipal Code, Chapter 2-6, edited for brevity and ease of reading. The full text of the ordinance defining and creating the Boards is available upon request.

### **Qualifications:**

Board members must be registered voters in the City of Amarillo and cannot be indebted to the City. Board members should possess expertise as required by the Council for service on a particular board, or as desired by the Council.

### **Terms:**

Appointment terms are for three years, with a limit of two full terms (exclusive of any partial term arising from a vacancy in office to which the member is appointed). Exceptions: CRMWA, Events Venue District, Community Development Advisory Committee, Hospital District, Texas Panhandle Centers and Civil Service Commission.

### **Compensation:**

Members of City boards serve without compensation.

### **Agendas, Minutes, Frequency:**

Boards and committees must follow a prescribed format for meeting agendas and minutes. Those documents may vary slightly, but must generally conform to the required template. The agenda and notice are prepared by, or at the direction of, the staff liaison in cooperation with the board chair and must be submitted to the City Secretary for proper posting. Boards are required to submit the approved minutes of each meeting to the City Secretary, along with attendance in tabular form. Each board determines its own meeting schedule, but shall meet at least once per year.

### **Officers:**

Each City board annually elects a chairman and vice-chairman from among its members, unless such appointment is reserved to the City Council. The City Manager or designee assigns appropriate staff the responsibilities of staff liaison and ex-officio member of each board. The staff person or designee serves as secretary to the board.

### **ADVISORY COMMITTEE FOR PEOPLE WITH DISABILITIES**

The Advisory Committee for People with Disabilities (ACPD) is administered by Transit Department staff. Two distinct services operated by Amarillo City Transit (ACT) within the city limits of Amarillo are Fixed Routes and Spec-Trans.

The ACPD compiles statistical data relating to people with disabilities in Amarillo; promotes the elimination of architectural and mechanical barriers to people with disabilities in public and private accommodations and transportation; reviews State and Federal legislation relating to people with disabilities; advises the City Council of its studies and recommendations, including a fiscal note of anticipated costs and impact upon the public and private sectors of executing the recommendations; develops a local network of people to work on issues of importance to people with disabilities; promotes local understanding of the implementation of the Americans with Disabilities Act; provides recognition and award programming; and promotes employment of people with disabilities.

### **Meetings**

- Noon on the first Thursday of February, April, June, August, October and December
- Council Chambers, 3<sup>rd</sup> floor of City Hall, 509 SE 7<sup>th</sup> St.

### **Members**

This Committee has five (5) members.

## **AIRPORT ADVISORY BOARD**

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The Rick Husband Amarillo International Advisory Board is administered by airport staff and reviews, studies and makes recommendations to City Council on airport operations, grants, projects and customer service initiatives at the airport. From time to time, the Board may request studies including short-term planning for the airport.

### **Meetings**

- Meetings are held quarterly in the Kritser Conference Room on the 2<sup>nd</sup> floor of the airport terminal building.

### **Members**

This Board has five (5) members.

## **AMARILLO CONVENTION & VISITOR COUNCIL**

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The Amarillo Convention and Visitor Council is the tourism marketing arm of the City of Amarillo. Funded by a local hotel occupancy tax and managed under a contract with the Amarillo Chamber of Commerce, the CVC is responsible for the solicitation and servicing of meetings, conventions, sporting events, special events and general tourism. This task is accomplished through advertising, sales efforts and travel counseling. The CVC also acts as an advisor concerning product development as it relates to conventions and tourism.

The CVC has an advisory board and four committees: arts, communications, convention and tourism and the Amarillo Sports Commission.

### **Meetings**

- Fourth Wednesday of each month at 8:30 a.m.

- Amarillo Chamber of Commerce.

### **Members**

This Board has seventeen (17) members serving staggered two-year terms:

1. The City Council shall appoint to the Board one (1) City Council member; and five (5) members as follows: one (1) interested citizen and four (4) citizens representing the lodging industry, restaurant industry, and area attractions; and
2. The Chamber of Commerce shall appoint to the Board five (5) members as follows: one (1) to serve as the Chairperson of this Board; one (1) from the Chamber's Executive Committee; and three (3) other members.
3. The four (4) Committee Chairpersons of the Convention & Visitor Council shall each serve as a Board member.
4. The Amarillo Civic Center Manager and the Executive Director of Center City of Amarillo, Inc. shall each serve as a member of the Board.

### **AMARILLO HOSPITAL DISTRICT BOARD OF MANAGERS**

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This is the policy-making body which manages, controls, and administers the affairs of the Amarillo Hospital District. Administered by the Assistant City Manager over Financial and Leisure Services, the Amarillo Hospital District Board of Managers' purpose is to furnish medical aid and hospital care to indigent and needy persons residing within the District and participates in any activity designed to further promote the health status of the community.

### **Meetings**

- Quarterly on the last Tuesday of the month following the quarter at 8:15 a.m.
- Council Chambers on the third floor of City Hall, 509 SE 7<sup>th</sup> Ave.

### **Members**

The Amarillo Hospital District Board of Managers consists of no less than five (5) nor more than seven (7) in number and shall be appointed by the City Council for two (2) year staggered terms beginning on April 1 and October 1, so that as nearly as possible, no more than three (3) members' terms shall expire on either of those dates. Each member shall serve until a replacement shall have been appointed. Appointments to this Board are exempt from the term limit stated in Section 2-6-6.

### **ANIMAL MANAGEMENT & WELFARE ADVISORY BOARD**

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This Board makes general recommendations to the Mayor and City Council in regard to the efficient and humane operation of the Animal Management & Welfare Department, the enforcement of animal control state laws and City ordinances, and changes to ordinances or statutes pertaining to animals. This Board also serves as advocates for the humane treatment of animals, while maintaining an awareness of the needs to protect and enhance the environment of the City.

## Meetings

- Meeting times vary.
- Meetings are held in Council Chambers, City Hall, 509 SE 7<sup>th</sup> Ave.

## Members

This Board has five (5) members, two (2) of whom may be recommended by the Amarillo Panhandle Humane Society.

## **AMARILLO BI-CITY-COUNTY HEALTH DISTRICT**

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The City of Amarillo Public Health, Environmental Health, Animal Management & Welfare, and WIC Departments provide staff support for this Board. This is an advisory board to the governing bodies of the participating entities (City of Amarillo, City of Canyon, Potter County and Randall County) and makes recommendations from time to time on matters pertaining to public health. The Board of Health has the power and duty to advise the health authority and administrators of the public health district.

## Meetings

- Held quarterly on the second Tuesday at 7 p.m.
- Public Health Department, 1000 N. Martin Rd.

## Members

Pursuant to the Interlocal Cooperation Agreement dated April 1, 1997 and Subchapter E, Chapter 121, Texas Health and Safety Code.

1. The Board shall consist of seven (7) voting members, each being a resident of Potter or Randall County for a period of three (3) years, to serve for staggered three (3) year terms, as follows: two (2) members appointed by the City; one (1) appointed by the City of Canyon; two appointed by Randall County; and, two (2) appointed by Potter County. Each is appointed by and serves at the pleasure of the majority of the appointing authority;
2. The following are *ex officio* members without a vote: the County Judge of Potter and Randall Counties respectively; City Managers of Amarillo and Canyon, respectively; and the Director of the Bi-City-County Health District.
3. As required by the participation agreement and state law, the City designates that the director of the District, and staff liaison, shall be the City of Amarillo Director of Public Health.

## **BOARD OF REVIEW FOR LANDMARKS AND HISTORIC DISTRICTS**

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This Board is administered by the Planning Department. It holds hearings to review applications and recommends specific design guidelines for restoration, rehabilitation, alteration, new construction, reconstruction, relocation, or demolition affecting proposed or designated historic landmarks or objects, sites, and structures within historic districts and to determine whether a certificate of appropriateness should be issued for such actions based on guidelines

developed by the Board. The Board of Review for Landmarks and Historic Districts recommends guidelines for signage, street furniture, appurtenances, advertising devices and landscaping for each landmark and historic district. It conducts surveys to identify and catalog districts, objects, sites, and structures displaying significant historic, architectural, archaeological or cultural value.

The Board of Review for Landmarks and Historic Districts also recommends tax incentive programs for historic preservation, as well as informs and educates citizens concerning historic preservation elements. The board makes recommendations concerning the use of state, federal, municipal or private funds to promote preservation and restoration of landmarks and historic districts and makes recommendations to the Planning and Zoning Commission and the City Council regarding ordinance amendments for preservation, restoration and protection of landmarks or objects, sites, and structures within historic districts.

Unless appealed, the determinations of the Board of Review on all certificates of appropriateness are final. Actions taken or recommendations made by the Board of Review that are subject to review by the Planning and Zoning Commission or the City Council are not binding on those bodies and the reviewing body or bodies may decide a matter contrary to the recommendations or actions of the Board of Review.

### **Meetings**

- As needed in City Hall, 509 E. 7th Avenue, 3rd Floor, Room 306.

### **Members**

This Board has seven (7) members selected as follows:

1. One (1) Registered Architect with a minimum of ten (10) years experience;
2. One (1) Building contractor with a minimum of ten (10) years experience in housing construction;
3. One (1) member of the Planning and Zoning Commission selected by the members of the Planning and Zoning Commission;
4. One (1) licensed real estate broker;
5. One (1) representative of the banking or savings and loan industry; and
6. Two (2) members who have a demonstrated interest in preservation.

### **CENTER CITY TAX INCREMENT REINVESTMENT ZONE #1 (TIRZ)**

Administered by the Planning Department, the TIRZ Board was created by Ordinance #7012 in December 2006 to make recommendations to the City Council concerning the administrations, management and operation of the Tax Increment Reinvestment Zone. The Board must prepare and adopt a project plan and a reinvestment zone financing plan for the Zone and submit such plans to the City Council for approval. The TIRZ is a valuable tool for local government to enter into public/private partnerships to facilitate implementation of the vision and goals for downtown Amarillo. The Board may perform all duties imposed upon it by Chapter 311 of the Texas Tax Code and all other applicable laws with the exception of issuance of bonds,

imposition of taxes or fees, exercise of eminent domain or final approval of the project plan or financing plan.

### **Meetings**

- Second Thursday of each month
- City Hall, 509 SE 7th Ave., 3rd Floor, Room 306.

### **Members**

This Board has ten (10) members:

1. This Board shall consist of ten (10) members. Potter County shall appoint three (3) members and each taxing unit that levies real estate taxes, other than the City, may appoint one (1) member, if it desires to do so. The City Council shall appoint whatever number of members is necessary to fill the remaining positions on the Board. City appointees may be members of the City Council. In addition to the qualifications of Section 2-6-3 of this Chapter, members shall also be and remain eligible under Texas Tax Code Section 311.009. City Council appointees serve at the pleasure of the City Council.
2. The City Council shall annually designate a member of the Board to serve as Chairperson of the Board, and the Board shall elect from its members a Vice-Chairperson and other officers as it considers appropriate.

## **CIVIL SERVICE COMMISSION**

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Established by the Charter of the City of Amarillo, the Civil Service Commission's purpose is to administer and enforce both the statutory fire and police civil service. The Commission may investigate and report findings as well as hear appeals, administer oaths and perform other activities with reference to personnel administration. The Commission may hear an appeal of a classified employee following the termination, suspension or demotion of an employee.

### **Meetings**

- As needed, at City Hall, 509 SE 7th Ave., 3rd Floor, City Council Chambers.

### **Members**

In accordance with Section 143.006, Texas Local Government Code, the Commission consists of three (3) members appointed by the City Manager. Each member must be of good moral character, a citizen of the United States, a resident of the City for more than three years, be over the age of 25 years, not have held a public office within the preceding three years, and be sympathetic to the principles of the merit system.

1. The members serve staggered three year terms.
2. In accordance with Chapter 143, a Commission member may be reappointed to consecutive terms. However, an appointment of a member to a fourth or more consecutive term shall be confirmed by a two-thirds vote of the City Council. Appointees are exempt from the term limit provision of Section 2-6-6.
1. The City Council may remove a member in accordance with Section 143.007.

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

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Administered by the Community Development Department, the CDAC receives and reviews funding requests from local non-profit and governmental organizations for allocations from the U.S. Department of Housing and Urban Development federal programs and Texas Department of Housing and Community Affairs. This committee coordinates citizen participation in the development of the CDBG, HOME and ESG programs and makes annual recommendations to the City Council regarding allocation/reallocation of available the Community Development Block Grant program, HOME Investment Partnership program, and State of Texas funding for the Emergency Solutions Grant program.

### **Meetings**

- Second Tuesday during various months at 7 p.m.
- Downtown Library, 413 East 4th Ave.

### **Members**

This Committee has eleven (11) members meeting the requirements of Section 2-6-3. Moreover, the membership shall consist of two members from each of the four geographic areas of the City, plus two members at-large, and a Chairperson also selected at-large. The area that members represent must consist of 51 percent or more low to moderate income households. Appointments to this Board are exempt from the term limit stated in Section 2-6-6.

## **COMPREHENSIVE PLAN ADVISORY COMMITTEE**

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The CPIAC was established to help identify an orderly, logical, and effective sequence in which various elements or goals of the 2010 Comprehensive Plan should be implemented. The Committee provides comments and direction on recommended action steps related to proposed ordinance and policy amendments to implement the goals and objectives as identified by the Comprehensive Plan. The Committee also performs similar tasks as assigned by the City Council or City Manager related to comprehensive planning by performing appropriate research, conducting public hearings or surveys, and formulating recommendations on such tasks.

### **Meetings**

- Second Wednesday of each month (or as needed) at Noon.
- City Hall, 509 SE 7<sup>th</sup> Ave., Room 306.

### **Members**

The Committee has seven (7) members. A quorum shall be five (5) members present. The Committee shall elect from its members a Chairperson, Vice-Chairperson and other officers as it considers appropriate.

## **CONSTRUCTION ADVISORY AND APPEALS BOARD**

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Administered by the Building Safety Department, the CAAB makes recommendations for the adoption, improvement, enforcement, and administration of nationally recognized model codes including the National Electrical Code (NEC), the International Building Code (IBC), the International Residential Code (IRC), the International Energy Conservation Code (IECC), the International Fire Code (IFC), the International Mechanical Code (IMC), the Uniform Plumbing Code (UPC), and the Uniform Swimming Pool and Hot Tub Code. Also included is the local Advertising Sign Code. Recommendations for local amendments and standards as well as permit and licensing standards associated with those codes are developed by the board and staff and forwarded to the City Council for consideration as ordinance amendments. The CAAB also acts in an appeals capacity regarding the decisions of the Building Official and Fire Marshall as the decisions concern building construction and fire prevention issues. Either official's decision may be appealed to the CAAB and affirmed, modified or overturned. The CAAB may consider appeals regarding interpretations and applications of the above referenced codes, and to consider alternative means of compliance and alternative materials and methods of construction not addressed by those codes.

### **Meetings**

- Designated Thursdays at 3:30 p.m.
- City Hall, 509 SE 7th Ave., 3rd Floor, Room 306.

### **Members**

This Board has nine (9) voting members selected as follows:

1. One (1) Registered Architect.
2. One (1) Registered Professional Engineer with experience in structural design, electrical engineering, or the design of plumbing or HVAC systems for buildings.
3. One (1) Building Contractor with experience in commercial or industrial building construction.
4. One (1) Building Contractor with experience in housing construction.
5. One (1) Electrical Contractor who is licensed by the City as a Master Electrician who has experience in electrical contracting in building construction.
6. One (1) Heating and Air Conditioning Contractor who is licensed by the State as an Air Conditioning Contractor.
7. One (1) Plumbing Contractor who is licensed by the State as a Master Plumber and who has experience in plumbing contracting in building construction.
8. One (1) Insurance Fire and Casualty Recording Agent.
9. One (1) citizen who has no direct financial interest in the building construction industry; real estate development, sales, or management; or a utility company, except as he or she may have as an owner or occupant of a dwelling.

## **DOWNTOWN URBAN DESIGN REVIEW BOARD**

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Administered by the Planning Department, the Downtown Urban Design Review Board is responsible for interpretation and enforcing the Downtown Urban Design Standards for new construction and major renovations by hearing and deciding applications for certificates of appropriateness in accordance with Article IV, Division 3 of Chapter 4-10 of the City Code of Ordinances. This Board hears items referred by City staff, proposes amendments to the Downtown Urban Design Standards, and grant applicants variances or waivers.

### **Meetings**

- Meets as needed at City Hall, 509 SE 7th Ave., 3rd Floor, Room 306.

### **Members**

The Downtown Design Urban Review Board is to be composed of not less than seven (7) regular members and one (1) alternate member.

This Board membership must reflect a diversity of interests and knowledge pertinent to the redevelopment of downtown. Accordingly, each regular member and alternate must be a member of one (1) of these categories in order to serve: Architecture Professional; Landscape Architecture Professional; Land Use or Planning Professional; Downtown Business Owner or Manager; Downtown Resident; Real Estate Professional; the Public At-Large; and any other persons or interests desired by the City Council. It is not the intent of this section that each or all of these professions or interests must be seated at all times on the Board, but an approximate balance of interests shall be sought in appointments. The alternate member shall serve when a voting Board member is unable or unwilling to attend or participate.

## **EMERGENCY CARE ADVISORY BOARD**

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This Board provides oversight and direction to the Medical Director on matters and issues related to quality of patient care; medical treatment, protocols, equipment use; personnel licensing or certifications; and other medical related issues affecting delivery of emergency medical service by the City's Fire Department and agency holding the ambulance permit in the City. To make advisory, non-binding recommendations to the City's Medical Director for emergency medical services, the City and the agency holding the ambulance permit in the City as to the matters stated in Subsection A, above, as may be brought before the Board by either the Medical Director or at least three members of the Board requesting a matter be placed on an agenda.

To review any decision by the Medical Director suspending, revoking, or otherwise impairing an individual's privilege to practice under the Medical Director's physician license, when review is timely requested by the affected party (EMT-B, -I, or -P) employed by the City Fire Department or the agency holding the permit to provide ambulance service. In such a review, the ECAB's role: (1) remains advisory to the Medical Director, City, and agency holding the ambulance permit; (2) is solely limited to review of the Medical Director's decision or action on the licensing, certification, or practice of the employee as same bears upon patient care; medical

treatment, protocols, equipment use; and other medical related issues; and (3) excludes consideration of any other form, nature, or type of complaint, grievance, or discipline other than the licensing, certification or practice matter described in this subsection; such other matters must be referred to the EMT's employer to be dealt with by the employer, if at all, as provided by that employer's practices, policies, and procedures.

### **Meetings**

- As needed

### **Members**

The Board consists of:

1. One (1) representative from the Amarillo City Council;
2. One (1) representative from the Amarillo Hospital District Board of Managers;
3. One (1) representative who shall be either the Amarillo/Potter/Randall Public Health Authority or Deputy Public Health Authority;
4. One (1) representative from each of the hospitals in Amarillo who serve as Emergency Medical Service (EMS) receiving hospitals. Appointees under this category must be currently serving as an Emergency Department Physician in their respective hospital;
5. One (1) representative from the agency permitted to provide EMS ambulance service in Amarillo, who shall be the local operations manager of said permittee; and,
6. One (1) representative from the Amarillo Fire Department

Members shall serve staggered three (3) year terms as provided in Section 2-6-6, provided however, the representatives from the EMS agency and the Amarillo Fire Department are not subject to term limitations. The City Council may modify the composition of the ECAB upon consultation with the holder of the permit to provide ambulance service in the City.

### **LIBRARY ADVISORY BOARD**

Administered by the Library Department, the Library Advisory Board makes general recommendations concerning the policies, programs, and development of the public library. More specifically, the Library Advisory Board has decision-making authority related to the following areas in the operation of the Amarillo Public Library: current and long range planning issues; improvement and development projects; freedom of speech and censorship issues; specific items or issues related to Library policies and procedures by Library users and the public; requests for special Library program and service applications; Library materials management, allocation and associated user charges; operating policies and procedures for all five libraries in Amarillo; and Marketing and public relations policies and procedures.

### **Meetings**

- Second Monday of every other month at 4 p.m.
- The Board rotates its meetings to each library location.

### **Members**

This Board has five (5) members.

## **PARKS AND RECREATION BOARD**

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Administered by Parks and Recreation staff, this is an advisory board to the Mayor and City Council on matters pertaining to the operation of City Parks, Open Space and Recreational programs and facilities. Board members study and encourage the development and utilization of park and recreational facilities and programs while promoting cooperation within the community to maximize all existing opportunities and partnerships in order to achieve a dynamic network of parks, recreation opportunities, functioning facilities and open space.

### **Meetings**

- Second Tuesday of each month at 1:30 p.m.
- City Hall, 509 SE 7<sup>th</sup> Ave., 3<sup>rd</sup> Floor, Room 306

### **Members**

This Board has five (5) members.

## **PLANNING AND ZONING COMMISSION**

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Administered by the Planning Department, the Planning and Zoning Commission is responsible for planning for the future and advising the City Council on matters concerning the orderly growth of the City. The Planning and Zoning Commission establishes the overall planning policy in the City and incorporates it into the Comprehensive Plan. This commission reviews special studies and makes recommendations on issues, and is responsible for preparation and update of the Amarillo Comprehensive Plan for the physical development of the City.

The Planning and Zoning Commission reviews subdivision plats and the vacation and dedication of streets, alleys, easements and other public facilities associated with plats. The Commission is responsible for reviewing and advising the City Council on amendments to the subdivision and zoning ordinances, rezoning requests, annexation proposals, and miscellaneous studies.

### **Meetings**

- Second and fourth Mondays at 3 p.m.
- City Hall, 509 SE 7<sup>th</sup> Ave. 3<sup>rd</sup> Floor, City Council Chambers.

### **Members**

The Planning and Zoning Commission has seven (7) members.

## **PUBLIC IMPROVEMENT DISTRICT BOARDS (PIDS)**

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A Public Improvement District is a designated area where property owners pay a special assessment to pay for improvements and services within that area. Each PID has formation documents, members with term limits, and responsibilities outlined in City code. Each PID is jointly administered by the staff liaison(s) or designee.

### **Specific PID Provisions**

1. *Colonies*. In accordance with the formation documents, the Board shall be composed of five members: two members who are Lot Owners in the PID, other than the Developer; two who are recommended by the Developer; and, one who is recommended by the Owners; moreover, after the property has been fully developed, the members recommended by Developer and Owners shall be recommended by the Association.
2. *Greenways*. In accordance with the formation documents, the Board shall be composed of five members: two members who are Lot Owners in the PID, other than the Developer; two who are recommended by the Developer; and, one who is recommended by the Trust; moreover, after the property has been fully developed, the members recommended by Developer and Trust shall be recommended by the Association.
3. *Point West*. In accordance with the formation documents, the Board shall be composed of five members: two members who are Lot Owners in the PID, other than the Developer; two who are recommended by the Developer; and, one who is recommended by the Trust; moreover, after the property has been fully developed, the members recommended by Developer and Trust shall be recommended by the Association.
4. *Quail Creek*. In accordance with the formation documents, the Board shall be composed of three members: two members who are Lot Owners in the PID, other than the Developer and, one who is recommended by the Developer; moreover, after the property has been fully developed, the member recommended by Developer shall be recommended by the Association.
5. *Redstone*. In accordance with the formation documents, the Board shall be composed as follows: (1) until more than 200 acres of the Property have been platted, Owner will serve as the sole member of the Board; (2) after more than 200 acres have been platted, the Board shall consist of: Owner, a lot owner recommended by Owner, and a Lot Owner designated by the City; (3) after the Owner no longer owns any of the Property, the Board shall consist of two residential Lot Owners, one designated by the City, one from the multi-Family tract, and one Commercial Property Owner.

6. *Town Square*. In accordance with the formation documents, the initial Board shall be composed of three members selected by the Developer, Assignee or Successor. After the first year, the Board shall be composed of five (5) members: two recommended by the Property Owner's Association; two (2) recommended by the Developer; and one member recommended by the Land Owner. After the property has been fully developed, the members recommended by Developer and Owner shall be recommended by the Association.
7. *Tutbury*. In accordance with the formation documents, the Board shall be composed of three members: two members who are lot owners in the PID, other than the Developer; one who is recommended by the developer; moreover, after the property has been fully developed, the members recommended by Developer shall be recommended by the Association.
8. *Vineyards*. In accordance with the formation documents, the Board shall be composed of five members: two members who are lot owners in the PID, other than the developer; two who are recommended by the developer; and, one who is recommended by the Owner; moreover, after the property has been fully developed, the members recommended by Developer and Owner shall be recommended by the Association.

#### **TRAFFIC ADVISORY BOARD**

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The City's Traffic Engineer and a City of Amarillo Police liaison serve as ex-officio members of this board which is tasked with providing advice and guidance to the City Council on matters related to traffic. Priorities include school zone, pedestrian and bicycle safety with an emphasis on education and publicity.

#### **Meetings**

- Third Wednesday of each month, or as necessary to serve City Council requests.
- Council Chambers, City Hall, 509 SE 7<sup>th</sup> Ave.

#### **Members**

This Board has seven (7) members.

#### **ZONING BOARD OF ADJUSTMENT**

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Administered by the Building Safety Department, the Zoning Board of Adjustment is a quasi-judicial appeals board that hears appeals of decisions of the Building Official as they concern enforcement of the Zoning Ordinance. This Board considers requests for variances or deviations from specific zoning ordinance requirements, but does not have the authority to change the zoning of property. The Zoning Board of Adjustment considers special exceptions for off-street parking and loading requirements and to allow the restoration of a nonconforming structure to its nonconforming state if it has been destroyed by fire or the elements. Special exceptions are also considered to increase the size of an institutional sign in a residential zoning district or to

allow the continued existence for up to one year of any sign with substantial damage. Under specific guidelines, the Zoning Board of Adjustment may authorize variances of the height, setbacks, area, lot coverage, landscaping and minimum parking requirements. This Board does not have the authority to review or recommend changes to the Zoning Ordinance, although it may suggest changes that the staff and the Planning and Zoning Commission may wish to consider.

### **Meetings**

- Second Thursday of each month at 4:30 p.m.
- City Hall, 509 SE 7th Avenue, 3rd Floor, City Council Chambers.

### **Members**

The Board has five (5) members appointed by the City Council for a term of two (2) years. Moreover, the City Council may appoint up to four (4) alternate members of the Board who shall serve in the absence of one (1) or more regular members when requested to do so by the Building Official, as the case may be. All cases to be heard by the Board will always be heard by a minimum of four (4) members. Any member may be removed for cause by the Mayor or City Manager upon written charges and after a public hearing.

# Corporate and Statutory Boards

## General.

1. The purpose of this Article is to acknowledge the several Corporate and Statutory Boards, the existence of which are independent of this Chapter. The Boards in this Article are those whose legal existence as a Corporation or district arises under state law. The appointment power to these Boards may be shared with other appointing entities. The inclusion of Corporate and Statutory Boards in this Article is for administrative convenience of the City and ready-access to essential information about each Board and its duties. This Article is intended to be non-substantive, neither broadening nor narrowing the purposes, scope, rights, duties, powers, funding, defenses, or immunities of such Boards. Thus, in the event of a conflict between this Article and the formation documents, the formation documents shall control. The inclusion of a Board in this Article does not substitute for each Board maintaining its requisite corporate formalities and lawful status as either a Corporation or a statutory body in accordance with applicable law and the foundation documents of that Board or entity.
2. In this Article, the term “foundation documents” means, as applicable, the corporate charter, by-laws, enabling statutes as amended, and any authorizing ordinance or resolution of the City creating or authorizing such Corporation or Statutory Board, as amended.

## **AMARILLO ECONOMIC DEVELOPMENT CORPORATION**

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The AEDC promotes economic development in the City and manages the revenues from the one-half cent City sales tax earmarked for economic development purposes. With the money available, Amarillo is able to offer financial inducements as well as sufficient staffing or specialized employment training for business and industrial recruitment efforts.

### **Meetings**

- Meets as needed at 801 S. Fillmore, Suite 205.

### **Members**

The Board has five (5) members, each of whom is appointed and serves at the pleasure of the City Council. The Board shall select such officers as designated in the bylaws.

## **AMARILLO FIREMEN’S RELIEF AND RETIREMENT FUND BOARD**

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Administered by the Director of Finance, the Board of Trustees is the administrator of a single-employer pension plan that was formed in 1941 under provisions of the Firemen's Relief and Retirement Law of the State of Texas. All firefighters who are not more than 35 years of age upon entering service for the City of Amarillo as a firefighter must become members of the plan, which provides them with pension, death, and disability benefits. The Firemen's Relief and

Retirement Fund Board appoints investment consultants and portfolio managers and appoints actuaries, trustees, and legal counsel. The firefighter pension plan is approved by the Board of Trustees before submission to the firefighters for their consideration.

### **Meetings**

- Third Wednesday of each month in City Hall, 509 E. 7th Avenue, Room 306.

### **Members**

The Board has seven (7) members: the Mayor or designee; Chief Financial Officer of the City or designee; three firefighters elected by participating members of the Fund; and, two citizens of the City or its extraterritorial jurisdiction, who are not officers or employees of the City or any political subdivision, elected by Fund participants. This Board shall meet monthly.

## **AMARILLO HEALTH FACILITIES CORPORATION**

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Administered by the Director of Finance; the purpose of the Amarillo Health Facilities Corporation is to acquire, construct, improve, finance, and refinance any real, personal, or mixed property for health-related purposes. Also, the Amarillo Health Facilities Corporation makes decisions for health care, research and education, all to assist the maintenance of public health. The Board appoints legal counsel and can appoint other advisors to the Board.

### **Meetings**

- Meets as needed; meeting place is subject to change.

### **Members**

1. The Board must consist of not less than three (3) members, and now has three (3) members, each of whom is appointed and serves at the pleasure of the City Council. The Board shall select such officers as designated in the foundation documents (President, Vice-President, Secretary, Assistant Secretary, and Treasurer).

## **AMARILLO HOUSING FINANCE CORPORATION**

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Administered by the Director of Finance, in conjunction with the Director and Assistant Director of Community Services, the Amarillo Housing Finance Corporation is an independent, public, non-profit corporation responsible for establishing and administering programs which affect the availability of affordable housing for low- and moderate-income persons, to include the issuance of housing revenue bonds. The Board oversees the Single Family Mortgage Revenue Bond Program. The Board appoints bond council, financial advisors, trustees, and master servicer. The Board submits applications to the Texas Bond Review Board and approves the issuance of debt subject to City Council approval.

Immediately upon all financial obligations existing as of January 1, 2015 shall be paid off, then the authorization for this Board shall sunset and the Corporation shall proceed to dissolution in accordance with law. The Board is not authorized to conduct any business other than to pay

existing obligations and to then wind up the affairs of the Corporation expediently. This subsection does not prejudice the future creation of a same or similar Corporation.

### **Meetings**

- As needed in City Hall, 509 SE 7th Ave., Room 306.

### **Members**

The Board may consist of any number of members and now consists of five (5), each of whom is appointed and serves at the pleasure of the City Council. The Board shall select such officers as designated in the foundation documents.

### **AMARILLO LOCAL GOVERNMENT CORPORATION (LGC)**

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The Amarillo Local Government Corporation was established for the purpose of aiding, assisting, and acting on behalf of the City in the performance of its governmental functions to promote the development of the geographic area of the City. This includes, but not limited to, the vicinity of the downtown area, to aid in promotion, development, encouragement, and maintenance of employment, commerce, convention and meeting activity, tourism, and economic development in the City and lawful purposes of the municipal government.

### **Meetings**

- Typically meets as needed on Wednesdays at 11:30 a.m.
- City Hall, 509 SE 7<sup>th</sup> Ave., Room 306.

### **Members**

The Board has seven (7) members, each of whom is appointed and serves at the pleasure of the City Council. The Board shall select such officers as designated in the foundation documents.

### **AMARILLO METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE (MPO)**

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All metropolitan areas of 50,000 population or greater are required to have a Metropolitan Planning Organization (MPO). The purpose of the Amarillo MPO is to develop and maintain the Metropolitan Transportation Plan through a continuing, comprehensive, cooperative planning process. Responsibilities include the biennial development of a program for highway and transit improvements (the Transportation Improvement Program); the annual adoption of a comprehensive one-year planning program, the Unified Planning Work Program, describing and coordinating the individual transportation planning activities of all agencies in the area; and other tasks and activities reasonably necessary or convenient for maintaining eligibility for federal funding for highway, transit, and transportation projects in the area.

### **Meetings**

- Quarterly on the third Thursdays of January, April, July and October at 1:30 p.m.
- City Hall, 509 SE 7th Ave., Room 306.

## **Members**

- A. This Committee has eleven (11) voting members: Amarillo Mayor, City Councilmember, and City Manager; the Texas Department of Transportation, Amarillo District Engineer and the Amarillo District Director of Transportation Planning; the County Judge and a Commissioner from each of Potter and Randall Counties; one (1) citizen representative from the Amarillo Chamber of Commerce; and, one (1) citizen representative from the Panhandle Regional Planning Commission.
- B. Nine (9) ex-officio members without votes: City of Canyon Mayor and City Manager, Executive Director of the Panhandle Regional Planning Commission, Representative of Federal Highway Administration, Representative of TxDOT, US Representative, 13<sup>th</sup> Congressional District, State Senator, 31<sup>st</sup> District, State Representative, 86<sup>th</sup> District, and State Representative, 87<sup>th</sup> District.

## **AMARILLO-POTTER EVENTS VENUE DISTRICT BOARD OF DIRECTORS**

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The Amarillo-Potter Events Venue District is governed by HB 92, Chapter 551 and the Board's purpose is to research, develop, prepare, and submit to the County Commissioners and City Council short-term and long-term goals and a plan for the development of the District, proposed methods for the promotion of the District and facilities and activities. This Board has the power and duties to issue bonds or other obligations as approved by the governing body of the City and Potter County, and to pledge revenues approved by voters, such as but not limited to hotel occupancy tax and short-term motor vehicle rental tax.

## **Meetings**

- As needed at such place or places and times within the City that the Board may from time to time determine.

## **Members**

The Board has seven (7) members, with four (4) being appointed by the Mayor and three (3) being appointed by the Potter County Judge. Directors shall serve staggered two (2) year terms. Directors appointed by a Mayor may be removed by a Mayor at anytime without cause, and Directors appointed by a County Judge may be removed by a County Judge at anytime without cause. Removal shall be in accordance with Chapter 178, Texas Local Government Code. Each Director shall be a resident of the appointing political subdivision and meet the further requirements of Texas Local Government Code, Chapter 335 and City appointees shall further meet the qualifications of Section 2-6-3 of this Code of Ordinances. City appointments to this Board are exempt from the term limit stated in Section 2-6-6.

## **CANADIAN RIVER MUNICIPAL WATER AUTHORITY (CRMWA)**

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CRMWA was created by the Texas Legislature to provide a source of municipal and industrial water for its eleven (11) member cities: Amarillo, Brownfield, Borger, Lamesa, Levelland, Lubbock, O'Donnell, Pampa, Plainview, Slaton, and Tahoka. The headquarters is located at

Sanford Dam about 37 miles northeast of Amarillo, Texas. The project was built and financed by the Bureau of Reclamation in the mid 1960's.

### **Meetings**

- Quarterly on the second Wednesday of January, April, July and October.

### **Members**

The governing board of the Canadian River Municipal Water Authority has 17 members appointed by the member cities. Cities with a population over 10,000 have two directors, while cities with less than 10,000 have one director. The City of Amarillo may appoint two members, who cannot be a member of the City Council or employed by the City. Board member terms are for two (2) years. Each is appointed by and serves at the pleasure of the City Council. Appointments to this Board are exempt from the term limit stated in Section 2-6-6. The Board elects such officers as designated in the foundation documents.

### **POTTER-RANDALL EMERGENCY COMMUNICATIONS DISTRICT**

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The Potter-Randall Communications District provides 9-1-1 service to each participating entity that meets all minimum statutory requirements. Its responsibilities include recommending minimum standards for 9-1-1 service; appointing and supervising a director for the district; directing the preparation of an annual budget for submission to participating entities; and funding the district and have an independent annual audit conducted.

### **Meetings**

- Third Wednesday of each month at 1:30 p.m.
- District Office, 405 SW 8th Ave.

### **Members**

The Board has seven (7) members: one (1) member appointed by each participating Commissioners Court; two (2) members from the most populous City in the district; one (1) member from the second most populous City; one (1) member to represent all other municipalities in the district, all serving two (2) year staggered terms. The Amarillo City Council appoints two (2) members. The Board selects its own officers. Appointments to this Board are exempt from the term limit stated in Section 2-6-6.

### **TEXAS PANHANDLE CENTERS**

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Texas Panhandle Centers serves persons with mental illness, intellectual and developmental disabilities and children with developmental delays from birth to age three. It was created in 1966 as the Amarillo Community Mental Health and Mental Retardation Center, pursuant to Resolution No. 2-8-66-1 and Revised Civil Statutes, Article 5547-203, now Chapter 534, Texas Health and Safety Code, as a solely municipal agency. However, by Resolution No. 9-11-73-2 (1973), the City agency was converted to a regional MHMR Center, the Texas Panhandle Mental Health and Mental Retardation. It worked in association with the Amarillo State Center. In

2000, the two were merged, and adopted the current name, and does business as Texas Panhandle Centers.

## **Meetings**

### **Members**

In accordance with Section 534.003, Texas Health and Safety Code, the Board consists of not less than five (5) nor more than thirteen (13) members; the City now appoints three (3) of those members, who serve two (2) year terms. City appointments to this Board are exempt from the term limit stated in Section 2-6-6.



**ADVISORY BOARD MEMBER HANDBOOK**

**City of Amarillo  
Office of the City Secretary  
509 SE 7th Ave,  
Amarillo, TX 79109**