



# **CITY OF KELLER BOARDS & COMMISSIONS HANDBOOK**

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**VERSION 1.0  
ADOPTED: 8/1/2023**

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## **FOREWARD**

The City of Keller (“City”) is a home rule municipality, thereby giving the City the power of self-governance. City Council is composed of six (6) Council members and a Mayor, which have two-year staggered office terms. Council members and the Mayor carry out legislative responsibilities, such as identifying the needs of the City, developing programs that satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the City Council. The City of Keller has a Council-Manager form of government, in which the City Manager is responsible for ensuring that City Council policies are carried out. The job of City Manager and staff is to assist with the implementation and ongoing function of the policies and procedures set forth by City Council and manage the day-to-day operations of the City.

Volunteer Boards and Commissions also help to support the City Council’s goals and objectives and are mostly created by ordinance, which outlines their composition, duties, and responsibilities. The work done by volunteer citizens serving on Boards and Commissions is a vital part of the successful functioning of the City. Members are appointed by the City Council on a periodic basis. Members have an opportunity to affect public policy, gain access to the highest levels of City government, and develop networks. This publication provides a listing of Boards and Commissions presently operating in the City. The directory is designed to educate Keller citizens about opportunities available for community service. Questions regarding Boards and Commissions or volunteering should be directed to the Office of the City Secretary at (817) 743-4005, or by email at [citysecretary@cityofkeller.com](mailto:citysecretary@cityofkeller.com). In recognition of the important civic commitment of any citizen serving the City, we have prepared this handbook to assist members in performing their duties. It is our hope that your service to the City of Keller will be both rewarding and fulfilling. Thank you for your willingness to serve.

*For the purpose of this document, Boards and Commission Members will be collectively referred to as 'Members'.*

## CHAPTER I – APPOINTMENT PROCESS

### **Application Process.**

Citizens interested in serving on a board or commission may apply on the City's website.

### **Appointment Process.**

The City Council makes yearly appointments to City of Keller Boards and Commissions. Once a prospective applicant completes a board or commission application, it will be forwarded to the City Council. The City Council will interview applicants during one or more publicly noticed Council work sessions, or by any other interview or selection process established by a majority of the City Council.

### **Notice of Appointment.**

After the City Council appoints a person to serve as a member of a board or commission, the City Secretary will notify the appointee of the appointment.

### **Eligibility and Qualifications.**

The City Council seeks qualified persons to serve on Boards and Commissions. The qualifications required to serve on a particular board or commission are determined by City of Keller's Code of Ordinances, Policy, or by the State Law, which established the board or commission.

Appointments to boards or commissions that do have eligibility requirements must be made in accordance with the governing City ordinance or State statute/s. Board and commission members must continue to meet the eligibility requirements during the entire time they serve. If a member cannot continue to maintain the necessary requirements, their position shall automatically be deemed vacant. The City Council is required to fill the vacancy in a reasonable time, but not more than two months.

### **Oath of Office.**

Upon appointment, an oath of office is administered to all members of Boards and Commissions. The oath of office may be administered by the City Secretary (or designee), the Municipal Judge, or a City-employed Notary Public for the State of Texas.

### **Open Meetings Act Training.**

Upon appointment, each new Member is required to complete the Open Meetings Act Training as required by the Attorney General of the State of Texas within ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

### **Public Information Act Training.**

Upon appointment, each new Member is required to complete the Public Information Act Training provided by the Attorney General of the State of Texas within 90 days of their appointment and provide a certificate of completion to the City Secretary for the City's records. Status of completed training shall be reported to the City Council.

## **CHAPTER II – RESPONSIBILITIES OF BOARDS AND COMMISSIONS MEMBERS**

### **In General.**

It is an honor to be selected as a city Member and serving in this capacity provides a special opportunity for genuine public service. Although specific duties of each body vary widely, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

- (a) Members should understand the role and scope of their responsibilities and should be informed of the individual board or commission's purpose and of its operating procedures.
- (b) Members should be careful to represent the majority views of their individual board or commission. Individual "opinions" to the public should be identified as such.
- (c) Members serve at the will of the City Council.
- (d) Members shall represent the public interest at all times.
- (e) Members shall ensure that all residents and applicants are treated with professionalism and respect during meetings.
- (f) Good communication is essential – Members are in a position to serve as liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting recommendations and providing a channel for citizen expression.
- (g) Members are required to review their agenda packets prior to meetings, and contact City Staff with any questions. Where possible, members should personally view situations (i.e. visit sites or view geographical issues) under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on a thorough review of the agenda item will strengthen the value of the group's recommendations.

- (h) Establishing a good, professional relationship within the group is important for the group's effectiveness. Members shall respect individual viewpoints; allow other members time to present their views fully before making comments; be open and honest; and welcome new members.
- (i) City Council is a non-partisan body. Therefore, its appointments to boards or commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities.

### **Working with City Staff.**

Each Member works with City Staff and with the designated department staff assigned to that board or commission. City Staff provides general assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services. If exceptional or unnecessary work or time is requested, the City Staff shall notify the Chair. The Chair shall then make the determination on the next steps.

### **Reporting to the City Council.**

It is through the Boards and Commissions that the City Council can receive citizen input. The Chair shall update the Mayor and Mayor Pro Tem on significant activities. Each Quarter, the Mayor holds a Meeting with all Chairs and Vice Chairs for updates and information exchange. Once a month at a City Council meeting, the Council Members are given the opportunity to discuss any subject relating to Boards and Commissions.

### **Texas Open Meetings Act (TOMA).**

The Texas Open Meetings Act (TOMA) requires that every meeting of the City Council be open to the public. The Act also requires all Boards and Commissions, other than advisory Boards and Commissions, to follow this requirement as well. In Keller, all Boards and Commissions follow the procedures for open meetings. These requirements include:

- (a) A posted notice is required of a meeting. Written notice of the date, hour, place, and subject of each meeting must be posted on a public bulletin board, located at a place convenient to the public for at least seventy-two (72) hours preceding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the governmental body.
- (b) Minutes are required to be prepared for each open meeting and made available to the public. Minutes must state the subject of each deliberation and indicate each vote, order, decision or other action taken.
- (c) Closed Meetings – The Texas Open Meetings Act (TOMA) does allow for closed or executive meetings on a few limited subjects. Generally, boards or commissions will

not have the occasion or legal basis to meet in closed or executive session. Closed meetings are allowed to discuss pending litigation, certain personnel matters, and the lease or acquisition of land. Before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting and the presiding officer publicly announces that a closed meeting will be held and identify the sections of the Act authorizing the closed meeting. No final action, decision, or vote can be made in a closed meeting. All final actions, decisions, and votes must be made in open meetings. The governmental body is also required to keep a Certified Agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must include an announcement at the beginning and end of the closed meeting indicating the time and place and must certify that the agenda is a true and correct record of the proceedings.

Penalties – A fine of not less than \$100 nor more than \$500 or imprisonment in the county jail for not less than one (1) month nor more than six (6) months, or both fine and imprisonment, can be imposed for violating the provisions of the Open Meetings Act or conspiring to circumvent the provisions of the Open Meetings Act by meeting in numbers less than a quorum for the purposes of secret deliberations.

## CHAPTER III – GENERAL INFORMATION.

### **Boards and Commissions.**

- (a) The City Council shall provide directives to all Boards and Commissions by City Council in a manner determined by a majority of the City Council. Directives of the City Council shall provide ongoing assignments, objectives, and tasks that Boards and Commissions shall focus on throughout the year. Directives should provide insight as to matters of importance to the Council upon which the City Council desires to be advised.
- (b) Duties of the advisory boards are to advise, not delegate, or administer projects. Boards may only administer projects with explicit authorization from the City Council.
- (c) Boards and Commissions shall have no power to contract for, or on behalf of, the City. No contract, lease, or agreement shall be valid unless it has been executed by the order of the City Council.
- (d) Members serve at the pleasure of the City Council. The City Council may, by majority vote, remove a Member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any member or alternate of the board remaining absent for three (3) consecutive regular meetings of the board may have their appointment declared vacated by majority vote of the City Council at the next regularly scheduled meeting of the City Council. Any member or alternate of the board remaining absent for four (4) consecutive regular meetings or a total of seven (7) regular meetings during their term on the board shall be deemed to have immediately vacated their appointment.

- (e) The City Council may, as deemed necessary from time to time, establish temporary ad-hoc committees, task forces, or other temporary special committees by city council resolution. Members may be asked to serve on such temporary special committees. Any permanent or long-term Boards and Commissions shall be established by ordinance.
- (f) City employees may not be appointed to an official City Council Board or Commission.

### **Meetings Shall be Public.**

Boards and Commissions shall follow both the letter and the spirit of Vernon's Texas Codes and Statutes, Government Code Ch. 551 (the Texas Open Meetings Act). Accordingly, meetings shall be public, and all Boards and Commissions shall adhere to requirements established by the Texas Open Meetings Act.

### **Types of Meetings.**

- (a) Regular Meetings. Regular board meetings shall be held on the same date and time of each month. The location of the meeting shall be clearly delineated on the board agenda. Meetings held at a location other than the Board or Commission's regular location should be exceedingly rare and of a clearly significant nature. Approval by the City Secretary and the posting of proper notice may change the location or time, or part, or all of any meeting.
- (b) Work Sessions. A work session is a meeting to discuss or explore matters of interest to a Board. Work sessions are typically held to hold a discussion regarding specific subject matters, and/or to invite feedback from the public on any given topic. These meetings are informational, and no formal action shall be taken unless the posted agenda indicates otherwise. The Chair of the Board may allow any citizen to participate in the discussion at a work session, but only as recognized by the Chair. The Chair may end citizen participation in a work session to allow the board or commission to proceed with the discussion.
- (c) Special Meetings. The Board or Commission may call a Special meeting upon written request approved by a quorum of the Board or Commission that shall include the Chairperson, only during a Regular or Special Meeting of the Board or Commission. Special meetings should be exceedingly rare and of a clearly significant or urgent nature. For approved special meetings, the City Secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings may be held at any location in the City if the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.
- (d) Closed Meeting or Executive Session. The Texas Open Meetings Act (TOMA) does allow for closed or executive meetings on a few limited subjects. Generally, boards will not have the occasion or legal basis to meet in closed or executive sessions. A closed meeting may only occur with the approval of the City Secretary and the City

Manager with the advice and consent of the City Attorney. Approved closed meetings for Boards and Commissions will be conducted in accordance with the Texas Open Meetings Act.

### **Role of the Chairperson.**

- (a) The function of the chairperson (Chair) is to provide leadership for the group by presiding over the group's meetings. The Chair is appointed by a majority vote of the City Council.
- (b) The Chair ensures the smooth operation of the board or commission and must make certain that the meeting is run by the rules but democratic enough to use the power and authority of the position wisely. The Chair's ability to effectively manage meetings will have a significant impact on the group's success. An effective Chair must make certain that discussions remain focused and do not get sidetracked on irrelevant issues.

### **Role of other officers.**

- (a) Unless appointed by the City Council, a Vice-Chair may be selected by a majority vote of the Members. The role of the Vice-Chair is to preside in the absence of the Chair and will typically have increased responsibility. If both the Chair and the Vice-Chair are absent from a meeting, the remaining membership may appoint an Acting Chair to preside over the meeting.
- (b) If the Chair fails or refuses to act, the City Secretary shall notify the City Council. Other officers and duties may be determined by the respective board or commission.

### **Records of Meetings.**

- (a) City Staff or Chair designee shall keep written minutes of all Board meetings in which the Chair and preparer shall sign after board approval. Minutes are only official upon approval of the Board. Minutes are public documents and shall be available for on the City website and filed in the Office of the City Secretary. The official minutes should not include discussion or everything that was said at the meeting, but at a minimum shall include:
  - 1. Action taken by the Board.
  - 2. The text of all main motions, as amended.
  - 3. The text of all "points of order" and "appeals" along with the reason given by the Chair, Vice-Chair, or Acting Chair for the ruling.
  - 4. The results of the vote as to whether the motion was "passed," "tabled," or "failed."

5. A record of the Board Member who made the motion, the Board Member who seconded the motion, any Board Member who moves to amend the main motion, and how each Board Member voted on the item.
  6. The board may, by majority vote, request to add or amend minutes as the board deems appropriate.
- (b) All Planning and Zoning Commission, Economic Development Board, and Parks and Recreation Board meetings shall be recorded. All video recordings of meetings are public information and shall be available on the City Website.
- (c) Record of Board or Commission Agenda Packets will be assembled by City Staff and delivered to the board members electronically prior to the Board or Commission meeting.

## CHAPTER IV – MEETING RULES OF PROCEDURE

### **Quorum.**

The Chair shall, with “more than half” of the board members, constitute a quorum. In the absence of the Chair, any four of the Board Members shall constitute a quorum. At any meeting at which both the Chair and Vice-Chair are absent, the quorum may appoint any board member to preside as acting Chair. Vacancies on a board do not reduce the number of members necessary to establish a quorum.

### **General Procedures.**

- (a) *General Procedure:* Generally, Board and Commission parliamentary procedure shall reflect procedural guidelines used by the City Council. The rules shall be consistent with the City Charter and any applicable City ordinance, statute, or other legal requirement, shall govern the proceedings of the Board or Commission. To the extent not inconsistent with these rules, the Board or Commission shall use Robert’s Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by the Board or Commission. These rules of parliamentary procedure are intended solely as a guideline.
- (b) *Chair of Meeting:* The Chairperson shall preside over all meetings and enforce these rules and procedures during the meetings. In the absence of the Chair, the Vice Chair shall assume the Chair responsibility at the meeting. In the absence of the Vice Chair, the remaining membership may appoint an Acting Chair to preside over the meeting.
- (c) *Authority of the Chair:* The Chairperson shall make decisions on questions of procedure subject to review respectively by the Board of Commission as a whole.

- (d) *Deliberations:* The Chair has the responsibility to control the discussion and the order of speakers. Members will generally be called upon in the order of their request to speak. Generally, a Member may not be recognized to speak subsequently until each Member has had an opportunity to obtain the floor. A Member holding the floor may address a question to another Member and that Member may, should they so choose, respond to the question while the floor is still held by the Member asking the question.
- (e) *Limits to Deliberations:* After an agenda item is announced by the Chair, the Board or Commission may discuss the item without the need for a motion on the item. Members will limit their comments to the subject matter or motion currently being considered.
- (f) *Repetitious Comments Prohibited:* A speaker or Member shall not present the same or substantially the same items or arguments to the Board or Commission repeatedly or be repetitious in presenting oral comments. A speaker or Member shall not present an argument on a matter previously considered by the Board or Commission at the same session.
- (g) *Obtaining the Floor:* Any member of the Board or Commission wishing to speak shall first obtain the floor by making a request for the floor to the Chair. The Chair shall recognize any Member who seeks the floor when appropriately entitled to do so.
- (h) *Motions:* Motions may be made by any member of the Council including the Chair. Any member of the Board or Commission may second a motion.
- (i) *Procedures for Motions:* The following is the general procedure for making motions:
1. The item is presented by Staff or others followed by questions and discussion by Members.
  2. A Member who wishes to make a motion shall first obtain the floor.
  3. A Member who wishes to second a motion shall do so through a request to the Chair.
  4. Before a motion can be discussed, it shall be seconded.
  5. Once the motion has been properly made and seconded, the Chair shall open the matter for further discussion offering the first opportunity to the moving party and, thereafter, to any Member properly recognized by the Chair.

- (j) *Amendments to Motions:* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.
- (k) *Continuance of Discussion or Hearings:* Any item being discussed or any public hearing at a Board or Commission meeting may, by order, notice, or motion, be continued or tabled to any subsequent meeting.
- (l) *Voting:* All Members must vote either “yea” in the affirmative or “nay” in the negative. A present member who does not vote will be officially recorded as a “nay” or negative vote. When a Member recuses oneself, that Member is not counted as present for quorum purposes and is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those voting and present”.
- (m) *Public Hearings:* The following is the general procedure for conducting public hearings:
1. Staff presents report.
  2. Members may ask Staff questions.
  3. The applicant then has the opportunity to present comments, testimony, and/or oral arguments.
  4. Members may ask questions of the applicant.
  5. The Chair opens the public hearing.
  6. Upon opening the public hearing, and before any motion is adopted related to the merits of the issue to be heard, the Chair shall inquire if there is anyone present who desires to speak on the matter which is to be heard or to present evidence regarding the matter.
  7. Members of the public are provided with the opportunity for comments and testimony.
  8. A vote by the Board or Commission to close the public hearing upon a motion and second.
  9. The applicant may be given the opportunity to respond to questions from the Board or Commission and for closing comment or rebuttal.

10. The Board or Commission deliberates on the issue.

11. If the Board or Commission raises new issues through deliberation and a majority of the Board or Commission seeks additional public testimony, additional public comment and testimony is permitted.

12. The Board or Commission deliberates and takes action as needed.

13. The Chair announces the final decision of the Board or Commission as applicable.

(n) *Call for Recess:* The Chair may call for a recess of up to fifteen (15) minutes at regular intervals at appropriate points in the meeting agenda, or if requested by any two (2) Members.

### **Agenda.**

(a) By written request, the Chair, the City Manager, the City Secretary, or two members of the Board or Commission may place an item on an agenda. In addition, designated City Staff and Department Heads may add items to a board agenda.

(b) A Member may request, in writing, at least seven (7) business days in advance of a scheduled meeting that an item be placed on the agenda.

(c) The written request to add an agenda item shall include a clear description of the proposed action by the board (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, and shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.

(d) All action items should originate as an information or discussion item before being presented as an action item so that thoughtful input can be provided by board members before an official action item may be presented to the board. This rule excludes items that are routine and administrative in nature, such as periodic permit approvals and other procedural items. Any deviation from this rule should be exceedingly rare, should be of a clearly significant nature, and will be subject to approval by the staff liaison.

(e) Agenda requests and backup documentation shall be filed with the Chair by 5:00 p.m., 7 (seven) days prior to the board meeting (and a commensurate period for special meetings).

(f) The Chair will coordinate the placement and content of items on the agenda and

agenda items may be removed only by the person(s) who initially placed that item on the agenda.

- (g) Items requiring review should be submitted to City Staff in a manner timely enough to allow for the proper review of the material. City Staff should be given adequate time to produce proposed changes.

### **Rules for Attendance at Regular Meetings of Boards and Commissions.**

- (a) All Members are expected to attend meetings to ensure the community is well represented. Attendance is extremely important to the Board or Commission.
- (b) Any member or alternate of the Board or Commission remaining absent for three (3) consecutive regular meetings of the Board or Commission may have their appointment declared vacated by majority vote of the City Council at the next regularly scheduled meeting of the City Council. Any member or alternate of the Board or Commission remaining absent for four (4) consecutive regular meetings or a total of seven (7) regular meetings during their term on the Board or Commission shall be deemed to have immediately vacated their appointment.
- (c) A Board or Commission member who will not be able to attend a meeting shall make a reasonable effort to notify the Chair or City Staff prior to the meeting and shall indicate the reason for their inability to attend.
- (d) Members may virtually attend a meeting but should limit virtual attendance to no more than three (3) meetings per year. Members choosing to attend a meeting virtually shall notify City Staff (insert hours or days) prior to the meeting. No more than two (2) Members may attend virtually per meeting.

### **Voting.**

All Members must vote either “yea” in the affirmative or “nay” in the negative. A present member who does not vote will be officially recorded as a “nay” or negative vote. When a Member recuses oneself, that Member is not counted as present for quorum purposes and is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those voting and present”.

### **Order of Business.**

The general order of business for board meetings is listed below.

#### **AGENDA**

1. Call to Order.
2. Persons to Be Heard
3. Consent Agenda
4. Old Business
5. New Business.

6. Discussion/ Staff updates.
7. Adjourn.

## CHAPTER V – MEETING RULES OF DECORUM

### **Decorum.**

General: During meetings, Members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall obey the rules of the Board or Commission. Members shall demonstrate respect and courtesy to one another, to City Staff and to members of the public appearing before the Board or Commission. Members shall seek to phrase and communicate all writings, publications, and speeches in a professional and constructive manner.

Members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each Member's position during his/her term on the Board or Commission.

Members will not condone any unethical or illegal activity from any Member or Staff member. All Members agree to uphold the intent of this policy and to govern their actions accordingly.

#### (a) Chair Responsibilities.

1. The Chair shall have a voice on all matters before the Board or Commission.
2. The Chair is responsible for preserving order and decorum and shall keep the meetings orderly by recognizing each Member for discussion, limiting speaking items, encouraging debate among Members, and keeping discussion limited to the agenda item being considered.
3. The Chair will encourage all Members to participate in discussion and give each Member an opportunity to speak before any Member can speak again on the same subject.

#### (b) Board Responsibilities.

1. Each Member is responsible for being prepared to discuss the agenda.
2. It is the responsibility of Members to be informed about action taken by the Board or Commission in their absence.
3. Members should support the Chair in fulfilling his or her responsibilities to preside over the meeting.
4. When addressing an agenda item, the Member shall first be recognized

by the Chair, confine comments to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Member or Staff Member during debate or vote.

5. A Member who wishes to be recognized shall request to speak but shall not proceed with remarks until recognized and named by the Chair of the Meeting. Remarks shall be confined to the questions before the board.
6. While a Member is speaking, other members shall not hold private discourse or in any manner interrupt the speaker. In all discussions, disrespectful language and behavior shall be avoided.
7. Every Member who shall be present at a meeting, when a vote is called for by the Chair shall vote thereon, unless they have recused themselves due to a conflict of interest.
8. All personal communication devices should be placed in silent mode during all meetings. Personal communication devices shall not be used for communicating City-related business during all City Council meetings.

### **Citizen Participation.**

- (a) Citizen Participation is highly encouraged by the City Council.
- (b) Persons wishing to address the Board or Commission during Persons to be Heard or a Public Hearing shall complete a Public Comment Form and present said form to City Staff or Chair up to the close of the comment period during which they choose to speak. Speakers shall approach the lectern and give his/her name and address before speaking. Speakers shall address the Board or Commission with civility that is conducive to appropriate public discussion. All public comments should be addressed to the Board or Commission rather than to individual members. Each speaker will be allowed three (3) minutes to speak. Speakers are not permitted to yield their time to others but are encouraged to inform the Board or Commission if they are speaking on behalf of a larger group. No person shall be allowed to address the Board or Commission more than once per agenda item unless called upon by a Member to do so.

Members cannot discuss items presented under Persons to be Heard nor take any action thereon other than consideration of the placement of said item on a future agenda as a discussion item or refer the item to City Staff for research and possible future action.

- (c) Persons may not engage in discussions with the Members during deliberations unless specifically asked a question by a Member. Persons who have been asked a question by a Member must be recognized by the Chair before being allowed to speak. The Chair may end any question-and-answer session between Members and a member of the public in order to facilitate the order of business.

- (d) Persons attending Council meetings shall remain seated or may stand in the back and come and go so long as it does not disrupt the meeting. Persons in attendance shall not carry signs, placards or other items which could block the view of those behind them or be disruptive to the proceedings. No person attending any Council meeting shall delay the proceedings or refuse to obey the orders of the presiding officer.
- (e) Disturbances, transgressions of the rules or disorderly conduct in the meeting location may cause the transgressor to be removed from the meeting. The Chair of the meeting, shall exercise control over Members or other persons who disrupt the meeting in the following ascending order of action:
1. Call the person to order, advising that person of the infraction.
  2. Advise the person that the infraction must cease immediately, or the person will be ordered to leave the meeting.
  3. Order the person to leave the meeting. If the offending person is a member of a Board or Commission, the Chair shall call for a vote on the expulsion of that member from the meeting, and such vote requires a majority for adoption.
  4. A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05.
- (f) People are encouraged to attend Board or Commission meetings. However, the number admitted shall be limited to the fire safety capacity of the meeting location as determined by the fire chief or designee. If the capacity is surpassed the Board or Commission may adjourn the meeting and move its proceedings to a location that will accommodate a larger number of participants.

**ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF HANDBOOK**

**PLEASE READ ALL ASPECTS OF THIS HANDBOOK CAREFULLY**

This handbook is general guide for board and commission volunteers. The City of Keller reserves the right to change the provisions of this handbook at any time and without prior notice. The provisions contained in this handbook are applicable to all board and commission members. You are responsible for reading, and complying with, materials contained in this handbook and any revisions made to it.

I have received a copy of this handbook, and I understand it is my duty to read the handbook and that the policies and procedures set forth therein apply to me and exclusively govern the terms and conditions of the duties and responsibilities to the City of Keller.

I have read this handbook carefully and understand its contents.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Board(s) | Commission(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY OF KELLER, TX

# CRIME CONTROL & PREVENTION DISTRICT BOARD

Purpose:

This Board administers expenditures of the city's one-fourth of one percent sales and use tax revenue for equipment, technology, accreditation, and capital for the Keller Police Department.

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# Crime Control & Prevention District Board

## Board Roster

□ **Gregory H Will**

**1st Term** May 17, 2022 - N/A

**Position** Council Representative

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□ **Jennifer Shaw**

**1st Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 1

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□ **Tyra C Jordan**

**11th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 2 - Chairperson

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□ **Matthew L Donaldson**

**4th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 3

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□ **Norm F Folger**

**3rd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 4

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□ **Kathy Sherwin**

**6th Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 5

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□ **Thomas N. Shehan**

**13th Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 6 - Vice Chairperson

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□

**Trevor W Palmeri**

**3rd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 7

CITY OF KELLER, TX

# ECONOMIC DEVELOPMENT BOARD

Purpose:

Advises the City Council on issues related to Economic development, including development planning and marketing.

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# Economic Development Board

## Board Roster

□ **Armin Mizani**

**1st Term** N/A - N/A

**Position** Place 1 - Council Member

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□ **Steve D White**

**3rd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 2

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□ **Ashley Hernandez**

**2nd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 3

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□ **Nate Bernklau**

**3rd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 4

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□ **Kingsley Fregene**

**3rd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 5

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□ **David Gerda**

**1st Term** Dec 01, 2025 - Nov 20, 2027

**Position** Place 6

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□ **Justin Sadler**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 7

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□ **Stacey Yearian**  
1st Term Dec 01, 2025 - Nov 30, 2026  
**Position** zAdvisory Member 1

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□ **Bev Dixon**  
1st Term Dec 01, 2021 - N/A  
**Position** zAdvisory Member 2 - Chamber Representative

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□ **Dr Feyi Obamehinti**  
1st Term Dec 01, 2025 - Nov 30, 2026  
**Position** zAlternate 2

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□ **Emily Olivas**  
1st Term Dec 01, 2025 - Nov 30, 2027  
**Position** zAlternate Member 1

CITY OF KELLER, TX

# KELLER DEVELOPMENT CORPORATION

Purpose:

To administer the expenditure of the one-half cent sales tax revenue in accordance with State law and implement the City of Keller Park's

Master Plan.

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# Keller Development Corporation

## Board Roster

### Armin Mizani

**1st Term** Dec 15, 2020 - Jun 01, 2026

**Position** Place 1 - Chairman/Mayor

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### Chris Whatley

**1st Term** Jan 01, 2021 - Jun 01, 2026

**Position** Place 2 - Council Member

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### Shannon Dubberly

**1st Term** May 17, 2022 - Jun 01, 2027

**Position** Place 3- Council Member

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### Ross McMullin

**1st Term** Nov 10, 2020 - Jun 01, 2026

**Position** Place 4 - Mayor Pro Tem

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### Raylene Moore

**1st Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 5 - Citizen Member

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### Craig Norton

**3rd Term** Dec 01, 2021 - Nov 30, 2027

**Position** Place 6 - Citizen Member

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### Felix J Mira

**1st Term** Dec 01, 2021 - N/A

**Position** Place 7 - Parks Chair

CITY OF KELLER, TX

# METROPORTTEEN COURT ADVISORY BOARD

Purpose:

The Metroport Teen Court Advisory Board consists of three Members from each participating city (Keller, Southlake, Grapevine, Colleyville) - comprised of one Council Member and two at large Members. The purpose of the board is to advise the City Councils and staff on the operation of the Teen Court Program and to assist in the development of community resources for the purposes of advancing the Teen Court Program.

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City of Keller, TX

# Metroport Teen Court Advisory Board

## Board Roster

### Gregory H Will

1st Term N/A - N/A

**Position** Council Representative

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### Jennifer Larson

1st Term Nov 19, 2024 - Nov 30, 2026

**Appointing Authority** City Council

**Position** Place 1

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### Ashley E Ram Gosnell

1st Term Dec 01, 2025 - Nov 30, 2027

**Appointing Authority** City Council

**Position** Place 2

CITY OF KELLER, TX

# PARKS & RECREATION BOARD

Purpose:

To advise the City Council on the current and long-range needs and requirements of city parks system, recreational programs, and facilities.

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# Parks & Recreation Board

## Board Roster

□ **Felix J Mira**

**5th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 1 - Chairperson

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□ **Thomas W. Hixson**

**5th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 2

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□ **Katelyn McCormack**

**1st Term** Nov 19, 2024 - Nov 30, 2026

**Position** Place 3

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□ **Jay Blakey**

**5th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 4 - Vice-Chairperson

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□ **Peggy A Wadsworth**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 5

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□ **Ashley R Wallace**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 6

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□ **Jenilee T Harwell**

**4th Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 7

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□

**Nicole Hollrah**

**1st Term** Dec 01, 2025 - Nov 30, 2027

**Position** zAlternate 1

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□

**Luz C Rodriguez**

**1st Term** Dec 01, 2025 - Nov 30, 2026

**Position** zAlternate 2

CITY OF KELLER, TX

# PLANNING & ZONING COMMISSION

Purpose:

The Planning and Zoning Commission shall advise and recommend to the City Council changes in zoning, approval of plats, amendments to the Unified Development Code and as may be assigned by the City Council. This board also acts as the Capital Improvement Advisory Committee and makes recommendations on Capital Improvement Projects and Impact Fees.

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# Planning & Zoning Commission

## Board Roster

□ **Erik Leist**

**2nd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 1

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□ **Erin Pfarner**

**2nd Term** Nov 19, 2024 - Nov 30, 2026

**Position** Place 2 - Vice Chairperson

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□ **Bill Schlegel**

**1st Term** Nov 20, 2024 - Nov 30, 2026

**Position** Place 3

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□ **Michelle Sandoval Cabanas**

**1st Term** Nov 20, 2024 - Nov 30, 2026

**Position** Place 4

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□ **John S Scott**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 5

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□ **John Baker**

**3rd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 6 - Chairperson

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□ **Deborah L. Johnson**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 7

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□

**Ross C Brensinger**

**3rd Term** Dec 01, 2025 - Nov 30, 2027

**Position** zAlternate 1

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□

**Andrew Young**

**1st Term** Dec 01, 2025 - Nov 30, 2026

**Position** zAlternate 2

CITY OF KELLER, TX

# PUBLIC ARTS BOARD

**Mission:**

The mission of the Public Arts Program is to support and promote a process that will encourage visual and performing arts in public places and to define the programs, policies, and guidelines for acquiring and commissioning of arts of the highest standards to enrich the quality of life for all residents and visitors of the City of Keller.

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# Public Arts Board

## Board Roster

### Paul E Dippolito

4th Term Dec 01, 2025 - Nov 30, 2027

**Position** Place 1

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### Dorene S Badalamenti

11th Term Dec 01, 2025 - Nov 30, 2027

**Position** Place 2 - Vice Chairperson

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### Brenda J Wyatt

10th Term Dec 01, 2025 - Nov 30, 2027

**Appointing Authority** City Council

**Position** Place 3 - Chairperson

**Office/Role** Chairperson

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### Michael Polydoroff

3rd Term Dec 01, 2024 - Nov 30, 2026

**Position** Place 4

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### Leslie J Bacak

1st Term Dec 01, 2024 - Nov 30, 2026

**Position** Place 5

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### Timothy Fontenot

1st Term Sep 11, 2025 - Nov 30, 2026

**Position** Place 6

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### Courtney Walker

2nd Term Jan 01, 2026 - Nov 30, 2026

**Position** Place 7

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□

**Anthony D Pound**

**1st Term** Dec 01, 2025 - Nov 30, 2027

**Position** zAlternate 1

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□

**Vacancy**

**Position** zAlternate 2

CITY OF KELLER, TX

# LIBRARY BOARD

Purpose:

To act in an advisory capacity to the City Council on matters concerning the Keller Public Library programs, public services, and facilities.

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City of Keller, TX  
**Library Board**

**Board Roster**

**Jennifer White**

4th Term Nov 19, 2019 - Nov 30, 2027

**Position** Place 1 - Secretary

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**Karen Hibbs**

8th Term Jul 01, 2016 - Nov 30, 2027

**Position** Place 2

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**Mona Ford**

8th Term Jul 01, 2016 - Nov 30, 2027

**Position** Place 3 - Chairperson

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**Jill Foley**

1st Term Nov 20, 2023 - Nov 30, 2026

**Position** Place 4

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**Raymond “rick” F. Peters**

4th Term Jul 01, 2017 - Nov 30, 2026

**Position** Place 5 - Vice Chairperson

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**Judy A Sether**

1st Term Nov 30, 2025 - Nov 30, 2027

**Position** Place 6

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**Michelle M. Hur**

4th Term Dec 01, 2018 - Nov 30, 2026

**Position** Place 7

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□

**David Russell**

**3rd Term** Dec 01, 2021 - Nov 30, 2027

**Position** zAlternate 1

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□

**Elizabeth M Gauwain**

**1st Term** Dec 01, 2024 - Nov 30, 2026

**Position** zAlternate 2

CITY OF KELLER, TX

# ZONING BOARD OF ADJUSTMENT

Purpose:

The Zoning Board of Adjustment shall have the powers and exercise the duties as set forth in Chapter 211 of the Texas Local Government Code and to hear and decide other matters authorized by the ordinances of the City of Keller, Texas, and pursuant to the rules and procedures established by the ordinances of the city.

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# Zoning Board of Adjustment

## Board Roster

□ **Perry Fourrier**

**2nd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 1

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□ **Michael G McClement**

**4th Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 2

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□ **Tj Stack**

**2nd Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 3

---

□ **Jessica Juarez**

**2nd Term** Dec 01, 2025 - Nov 30, 2027

**Position** Place 4

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□ **Matthew Gilpin**

**6th Term** Dec 01, 2024 - Nov 30, 2026

**Position** Place 5 - Chairperson

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□ **William Thorne**

**2nd Term** Dec 01, 2024 - Nov 30, 2026

**Position** zAlternate 1

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□ **Robert J Knoeck**

**1st Term** Dec 01, 2025 - Nov 30, 2027

**Position** zAlternate 2

CITY OF KELLER, TX

# CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Purpose:

The Capital Improvements Advisory Committee shall have the powers and duties as set forth in Chapter 395 of the Texas Local Government Code, including advising the City Council on land use assumptions, capital improvements plans, and impact fees, and shall review and recommend updates as required by law, along with other matters authorized by the ordinances of the City of Keller, Texas, and pursuant to the rules and procedures established by the ordinances of the city.

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# Capital Improvements Advisory Committee

## Board Roster

□ **Rodney D Eiland**

**1st Term** N/A - Nov 30, 2027

**Position** Place 1

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□ **Michael D Garabedian**

**1st Term** N/A - Nov 30, 2027

**Position** Place 2

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□ **Jerry L Dotson**

**1st Term** N/A - Nov 30, 2027

**Position** Place 3

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□ **David Washington**

**1st Term** N/A - Nov 30, 2027

**Position** Place 6

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□ **Matt Matthews**

**1st Term** N/A - Nov 30, 2027

**Position** Place 7 - Chairperson

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□ **Vacancy**

**Position** Place 5

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□ **Vacancy**

**Position** Place 4