



City of Abilene

Keep Abilene Beautiful Board Agenda

Notice is hereby given of a meeting of Keep Abilene Beautiful of City of Abilene to be held on Wednesday, June 14, 2023 at 4:00 PM at City Hall, Basement Conference Room, 555 Walnut, Abilene, Texas, for the purpose of considering the following agenda items.

CALL TO ORDER

PUBLIC COMMENTS

Public Comments on Any Item on the Agenda

MINUTES

1. **Minutes:** Receive a Report, Hold a Discussion and Take Action on Approving the Minutes from the Regular Meeting Held on January 11, 2023
2. **Minutes:** Receive a Report, Hold a Discussion and Take Action on Approving the Minutes from the Regular Meeting held on April 12, 2023
3. **Minutes:** Receive a Report, Hold a Discussion and Take Action on Approving the Minutes from the Regular Meeting Held on May 10, 2023

COORDINATOR'S UPDATE

4. **Presentation:** Receive a Report and Hold a Discussion on Completed and Upcoming Events. **(Jennifer Pacheco)**

AGENDA ITEMS

5. **Presentation:** Receive a Report and Hold a Discussion on the new City of Abilene Boards and Commissions Handbook
6. **Presentation & Possible Action:** Receive a Report, Hold a Discussion and Take Possible Action on Board Member Training
7. **Presentation:** Receive a Report and Hold a Discussion on Summer Litter Program
8. The Next Keep Abilene Beautiful Board Meeting is Wednesday, July 12, 2023 at 4:00 PM at City Hall, Basement Conference Room, 555 Walnut, Abilene, Texas

The June Keep Abilene Beautiful Committee Meetings are as Follows:

- Marketing Committee - Tuesday, June 20, 2023, at 12:00 PM
- Education & Outreach Committee - Tuesday, June 20, 2023, at 4:00 PM
- Event Planning Committee - Wednesday, June 21, 2023, at 12:00 PM

- Grant Committee - Thursday, June 22, 2023, at 4:00 PM

ADJOURNMENT

Notice

In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.

CERTIFICATION

I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 9th day of June, 2023, at 10:40 a.m.

Shawna Atkinson, City Secretary

**Keep Abilene Beautiful
Board Meeting Minutes
January 11, 2023**

MEMBERS PRESENT: Chase Robertson Akane Thaxton Deborah Williams
Melissa Morris Amy Martin Beth Woodcock
Jane Tomlinson

STAFF PRESENT: Jennifer Pacheco Srinivas Valavala Kelley Messer
Max Johnson

CALL TO ORDER: Akane Thaxton called the meeting to order.

PUBLIC COMMENTS

Akane Thaxton announced an opportunity for the public to comment on any of the agenda items. No members of the public requested to make a public comment.

TREASURE’S REPORT

1. REVIEW FINANCIALS

Keep Abilene Beautiful Treasure, Chase Robertson, reported on the Keep Abilene Beautiful’s financials. Reports reviewed were financial statement, operational budget, and banks statement as of December 31, 2022. The board also reviewed its November 2022 fund activity statement for endowment account at the Community Foundation of Abilene.

COMMITTEE REPORTS

2. Education & Community Outreach Committee Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco introduced “Equitable Access to Nature” to the board. According to a study 80% of children in the US live in cities and creating accessibility to nature will benefit millions of children to be happier, healthier, and successful in school. “Cities Connecting Children to Nature” is a city-wide commitment for all children to have access to nature. No action was taken for this item.

3. Events & Fundraising Committee Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco presented a fundraising event idea “the Green Gala” to the board. This event is planned for March 17, 2023 with fashion show pieces made from trash. The board decided that there is not enough time to prepare for a successful event because we are depending on the community to create show pieces and the event date falls on a Spring Break week. No action was taken for this item.

COORDINATOR'S UPDATE

4. Report on December Numbers

Keep Abilene Beautiful Coordinator, Jennifer Pacheco presented KAB's activities for December.

- **Bench & Tree Program**

One bench was purchased in December 2022 and received seven inquiries for the program.

- **Adopt-A-Spot Program**

35 groups were signed up for Adapt-A-Spot program and one cleanup was scheduled in December. KAB received two inquiries regarding the Adopt-A-Spot program.

- **Volunteer Program**

In December, 4 new volunteers joined KAB. There were two inquiries about our volunteering program.

5. Christmas Tree Recycling Drive

The annual Christmas Tree Recycling Drive and its details were announced to the board.

AGENDA ITEMS

6. Governor's Community Achievement Award - Review and Discuss the Application Requirements and Process

Keep Abilene Beautiful Coordinator, Jennifer Pacheco presented the Governor's Community Achievement Award (GCAA) and its application details. Akane Thaxton, Kyle Tolliver, and Beth Woodcock volunteered to form a GCAA application committee. They will work with Jennifer Pacheco and other city personnel to apply for the award.

ADJOURNMENT:

The next KAB board meeting is scheduled for Wednesday February 8, 2023, at 4:00 pm. There being no further business, the meeting was adjourned.



Keep Abilene Beautiful

JUNE BOARD MEETING

JUNE BOARD MEETING

- Call to Order
- Public Comments

MINUTES

- January 2023
- April 2023
- May 2023



COORDINATOR'S REPORT

Complete

Great American Cleanup/DMWT

- 463 Volunteers
- 883 Hours of Service
- 3045 lbs of Trash Removed

Upcoming

KTB Annual Conference- June 26-28
Community Appearance Index- July 15
Annual Board Retreat- August 19

AGENDA ITEMS



NEW

- Any new Board Members will have a background check as part of their application



City of Abilene Boards and Commissions Handbook



BOARD MEMBER CHECKLIST:

ONBOARDING

- Application
- Resolution
- Welcome Letter from Mayor
- Email Issued
- Oath of Office
- Statement of Officer
- Public Access Option Form

TRAINING

- Open Meetings Act
- Public Information Act
- Robert's Rule of Order

Handbooks

- COA Board Handbook
- Council's Rules of Procedure
- KAB Program Handbook
- KAB Strategic Plan 2021 - 2024
- KAB Bylaws

BOARD MEMBER TRAINING

KAB BOARD RESOURCES

WELCOME

Congratulations on being appointed as a Keep Abilene Beautiful board member! Here you will find a wealth of information at your fingertips to help you get started.

[Learn more](#)



SUMMER LITTER PROGRAM

Embark on Mission: Trash-Trekkers and Become a Special Agent!

Get ready for an extraordinary adventure, should you choose to accept! Climb the ranks and become a Special Agent by conquering challenges and picking up litter while making a difference in keeping Abilene clean, green, and beautiful! Keep Abilene Beautiful is thrilled to announce that this exciting FREE adventure is now LIVE on the Agents of Discovery app.

Join us today and let the Trash-Trekkers journey begin!

Agents of Discovery is an augmented reality app that gets you active and engaged in learning about the world around you as a Secret Agent dedicated to solving mysteries about science, nature, and conservation. Earn Prizes as you take on each challenge throughout Abilene parks and even your neighborhood.



ADJOURNMENT

The Next Keep Abilene Beautiful Board Meeting is Wednesday, July 12, 2023 at 4:00 PM at City Hall, Basement Conference Room

The June Keep Abilene Beautiful Committee Meetings are as Follows:

- Marketing Committee - Tuesday, June 20, 2023, at 12:00 PM
- Education & Outreach Committee - Tuesday, June 20, 2023, at 4:00 PM
- Event Planning Committee - Wednesday, June 21, 2023, at 12:00 PM
- Grant Committee - Thursday, June 22, 2023, at 4:00 PM

**Keep Abilene Beautiful
Board Meeting Minutes
April 12, 2023**

MEMBERS PRESENT: Chase Robertson Akane Thaxton Deborah Williams
Melissa Morris Pebbles Lee Beth Woodcock
Amy Martin Jane Tomlinson

STAFF PRESENT: Jennifer Pacheco Srinivas Valavala Kelley Messer
Max Johnson Jeff Duebner

GUESTS PRESENT: PJ Summer Brandon Hansen

CALL TO ORDER: President Akane Thaxton called the meeting to order at 4:00 pm. All individuals present introduced themselves.

PUBLIC COMMENTS: President Akane Thaxton announced an opportunity for the public to comment on any of the agenda items. No members of the public requested to make a public comment.

COMMITTEE REPORTS

1. Event & Fundraising Committee Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported progress on the Summer Cleanup Program for Kids & Families, The Green Gala, and Earth Day for 2024.

2. Education & Outreach Committee Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on Equitable Access to Nature Study result. According to the study, only 20% of Abilene residents live within walking distance of an Abilene Park. Nature Programing, Nature Parks, and Nature Areas are major requests from citizens.

3. Grants Committee Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported that the Grant committee is in the progress of gathering history of grants awarded to and received by Keep Abilene Beautiful. Keep Abilene Beautiful has successfully submitted for the Governor's Community Achievement Awards but has not received it yet.

COORDINATOR'S UPDATE

4. Complete

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported the following events and training were successfully completed. She announced there is an Earth Month exhibit at the Grace Museum for the month of April which Keep Abilene Beautiful has a large presence in the exhibit.

- Farm & Ranch Wildlife Expo
- Waste In Place Training – Keep America Beautiful training hosted by Keep Texas Beautiful
- Marsh Madness – 51 individuals joined the event to clean up Tittle Lake at Grover Nelson Park.

Participants gathered information on the litter collected for Citizen Science to report to Keep America

Beautiful. Many ideas to discuss with the City's Park department for facility use guidelines. Made a connection with a citizen's group who are planning on hosting a clean up event at Kirby Lake on the Earth day. Keep Abilene Beautiful will provide cleaning supply for their event.

- Twisted Root Fundraiser – No collection amount available at the time of the meeting.
- Business Expo
- Keep Texas Beautiful Annual Report

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on ongoing and upcoming events as follows:

- The Great American Cleanup
- Don't Mess with Texas Trash-Off
- Earth Day 2023
- Tire Amnesty Days – April 14 to 15. No rain barrels will be distributed this time due to kits shortage. She will announce these events utilizing social media and exiting newsletter recipients.

AGENDA ITEMS

5. Presentation and Discussion of New Education Program for Fall 2023

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on a new education program for Fall 2023, "SPIDERS, BATS, & OWLS. OH MY!" This outdoor education program will introduce students to nature conservation through living creatures during the months of September to November. This program aligns with the Texas Essential Knowledge and Skills (TEKS) curriculum.

6. Discussion and Possible Action on Purchasing Abilene Zoo Annual Zoobilation Event Tickets

The board discussed possible purchase of sponsorship at Zoobilation Gala hosted by the Abilene Zoo. The total of \$3,750 was approved for Bronze and Party Table levels depending on the major donors and board members availability for the event.

7. Presentation, Discussion, and Action on Strategic Plan Goal #5- Branding Refresh

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported needs for reflecting Keep Abilene Beautiful's logo and presented a proposal from Zachry to achieve the strategic plan goal to modernize and innovate Keep Abilene Beautiful's efforts. Marketing committee was formed during the meeting and they will report to the board at the next meeting.

ADJOURNMENT: The next scheduled meeting of the KAB is tentatively scheduled for May 10, 2023, at 4:00 pm. There being no further business, the meeting was adjourned.

COORDINATOR'S UPDATE

4. Completed and Upcoming Events

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on the following events and training were successfully completed.

- The Great American Cleanup
- Don't Mess with Texas Trash-Off
- Earth Day 2023
- Tire Amnesty Days

In March and April, 292 volunteers served 345 hours to remove 2,505 lbs. of trash and 708 tires from the Abilene community. KTAB/KRBC, Big Texas Junk Removal, and Dyess reached out to Keep Abilene Beautiful to host their own cleanup events.

5. Keep Texas Beautiful 2023 Recognitions Status and Annual Conference

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported that Keep Abilene Beautiful has received Gold Star Affiliate status from Keep Texas Beautiful. Akane Thaxton mentioned that all our activities and volunteers' works be reported to receive this status.

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on the budget for the 2023 Keep Texas Beautiful conference which will be held in Houston from June 26th to 28th. Board members who are interested in attending the conference will meet with Jennifer to discuss the details.

AGENDA ITEMS

6. Date for the Keep Abilene Beautiful Board Member Annual Retreat

The board discussed the available date for the 2023 KAB board member annual retreat. Kyle Tolliver made a motion to hold the annual retreat on August 19, 2023. Beth Woodcock seconded, and the motion passed.

7. Date for the 2023 Community Appearance Index

The board discussed possible date for the 2023 community appearance index. Community appearance index is an important part of being an affiliate of Keep Texas Beautiful and conducted annually. The report is due to the KTB on August 1st.

Kyle Tolliver made a motion to hold the 2023 Community Appearance Index on July 15, 2023. Beth Woodcock seconded, and the motion passed.

8. Rebranding Proposal

Keep Abilene Beautiful Coordinator, Jennifer Pacheco reported on a proposal she received from a local advertising agency. With the board's input the marketing committee will refine the proposal and report back to the board. No action was taken for this item.

ADJOURNMENT:

9. Committee Meetings are the Week of 15th to 19th.

The next KAB board meeting is scheduled for Wednesday June 14, 2023, at 4:00 pm. There being no further business, the meeting was adjourned.



City of Abilene

Boards and Commissions

Handbook



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INTRODUCTION

Members of boards and commissions provide an invaluable service to our City. Through the over 30 boards and commissions established by Abilene City Council, citizens can provide input on the policies that shape their government and their city. They advise the City Council on a wide variety of subjects by making recommendations on important policy matters. As services and programs provided by the City continue to grow, boards and commissions play an integral role in providing detailed studies and considered advice to City Council. Boards and Commissions are often catalysts for innovative programs and improved services.

Serving on a board or commission can be a rewarding experience for community service-minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to help shape the future of Abilene. Making local government effective and responsive is everybody's responsibility.

This Boards and Commissions Manual provides information about applying for and being a member of an Abilene Board or Commission. It explains the roles and responsibilities of board members in relationship to Abilene City Council, City staff and the community. Please take advantage of the information provided to be successful as a member of an Abilene Board or Commission.

Thank you for your interest in serving your community! Your efforts will make Abilene a better place to live and work.

OVERVIEW

The City of Abilene operates under a council-manager form of government, which is prescribed by its charter. Under the council-manager system, Abilene City Council provides leadership by establishing the city's policies. They are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs.

The City of Abilene has around 30 active boards and commissions. Many are advisory in nature to the City Council, while others have distinct responsibilities that are established by law.

Advisory boards make recommendations to Council. They do not have the authority to make independent decisions but rather they give advice and direction.

Boards and Commissions must ensure all actions are aligned with the goals, objectives, adopted plans and policies of the City of Abilene.

As a member of a board, you represent the City of Abilene. Along with the opportunity to serve the City comes the requirement that you abide by all of the applicable rules and laws that govern ethical behavior.

A specific City department provides staff support for each board. The staff support will help the board prepare agendas, maintain minutes and keep attendance records for board members.

CITY OF ABILENE VALUES:

We work together to build and maintain a community of the highest quality for present and future generations.



Respect – demonstrating through our actions that we hold ourselves and our citizens in high enough regard to do what we say we will do, in the timeframe we say we will do it in; recognizing that everyone has dignity and deserves helpful, courteous and prompt attention; consistently doing what is necessary, expected and required, and when able to do so, exceeding expectations.

Integrity – possessing an unwavering commitment to doing the right things right; consistently adhering to high professional and ethical standards; keeping commitments to our citizens, co-workers and others.

Service Above Self – being open and approachable to council members, citizens and our fellow employees at all times; treating our customers like we would like to be treated; fostering a servant’s heart in ourselves and each other by conscientiously doing what is best for the community in all cases; passionately committing to serving others; helping to make our citizens lives better; finding ways to say yes.

Excellence in All We Do – delivering on promises made, taking personal responsibility for achieving community minded goals; leading by example, recognizing the importance of working together to meet everyone’s needs, treating everyone with courtesy, dignity and respect; sharing resources and information freely; communicating regularly and honestly with council members, citizens and employees; having a can do attitude.

OVERVIEW OF CITY OF ABILENE BOARDS & COMMISSIONS

Types of Boards and Commissions

Any particular board or commission may belong to one or more of the types listed below, and all boards and commissions act on an advisory level. Some boards are titled “commissions,” and the members are referred to as “commissioners.” However, references to a “board” or “board member” in this Manual have the same meaning as “commission” or “commissioner.”

The City of Abilene has several different types of boards and commissions.

1) Advisory boards and commissions advise the City Council on public policy. They play a very important role in city government by providing the City Council with creative ideas, feedback from the community and by serving as a sounding board for proposed public policy. The role of advisory boards and commissions is not to make policy, nor do they have any legal authority. Examples of citizen advisory boards and commissions include the following:

- Abilene Taylor County Child Advocacy Center Advisory Board
- Abilene Taylor County Public Health Advisory Board
- Airport Development Board
- Animal Services Advisory Committee
- Neighborhood Services Advisory Board
- Senior Citizens Advisory Board
- Visual Arts Jury

2) Decision-making boards and commissions may serve as advisory groups to the City Council, but in addition they have quasi-judicial authority, and often are created by state law. Decision-making boards and commissions set or enforce policy and make legally binding decisions. The ordinances creating decision-making boards often require the members to have expertise in certain areas. Examples of decision-making boards and commissions include the following:

- 9-1-1 Emergency Communications District Board of Managers
- Board of Adjustment
- Board of Building Standards
- Civil Service Commission
- Firemen’s Relief and Retirement Fund, Board of Trustees
- Landmarks Commission
- Library Advisory Board
- Parks and Recreation Board
- Planning and Zoning Commission
- Metropolitan Planning Organization Board of Directors

3) Separate entity boards and commission are actually separate legal entities apart from the City of Abilene. However, they may receive a significant portion of their funding from the City and/or the City appoints some or all of the members. The members of these boards usually oversee an operation or organization much as would a board of directors. Examples of separate entity boards are the following:

- Abilene Convention Center Hotel Development Corporation
- Abilene Housing Authority
- Abilene-Taylor County Events Venue District Board
- Betty Hardwick Center Board of Trustees
- Development Corporation of Abilene, Inc. (DCOA)
- Keep Abilene Beautiful, Inc.
- Taylor County Central Appraisal District Board of Directors
- Tax Increment Reinvestment Zone Board
- West Central Texas Municipal Water District Board of Directors

4) Ad-hoc committees, boards and commissions are created periodically to address specific needs or concerns for a limited period of time. They are almost always strictly advisory in nature. The City Council shall have the authority to create ad-hoc committees and to appoint members thereto with a simple majority vote. Examples of ad-hoc committees are the following:

- 2015 Bond Committee
- Charter Review Committee

How do Boards and Commissions Operate?

Each board receives its charge from the Texas statutes and/or from a City ordinance or resolution establishing the board.

The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.

An orientation by the City staff liaison may be conducted for all new appointees.

From time to time, additional training sessions for board members may be provided through City staff, Texas Municipal League and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.

No board or commission member who is not present at a meeting shall be allowed to vote by proxy.

The board must comply with open meeting laws, including public notice of meetings. Board meetings, with limited exceptions, must be open to the public. Additionally, with limited exceptions, public notices of each meeting must be posted at least 72 hours prior to the meeting.

The board is to provide the City Secretary's Office with their schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice. Any deviation from a regularly scheduled or special meeting must be reported to the City Secretary's Office.

In order to conduct official business at a regular or special meeting, a quorum of the board must be present. In the absence of a rule, bylaw, or statute providing otherwise, a quorum is more than half of the members of the board, and in most instances not counting vacant seats. If a quorum is not present at any meeting, the chairperson must postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the open meetings law.

A board may have a standing committee or an ad-hoc committee consisting of a number of board members that is less than a quorum. Such committees are not required to post notice of meeting or take minutes. However, the purpose of such committees is usually to study an issue and report back to the board as a whole.

BECOMING A MEMBER

Purpose of Citizen Participation

The City of Abilene provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

Application for Appointment

A description of all City boards is available on the City's webpage, and also provided at the end of this manual. A brief application form stating the citizen's interest in serving on a board must be submitted to the City Secretary. An application is required for consideration of any appointment or reappointment to a City board. A sample of the form is provided in the templates at the end of this manual.

Any applicant or re-applicant, approved by the Mayor for appointment, will be required to have a background check ran prior to appointment by the City Council. A background check authorization form (provided by First Check) will be required from all applicants, in addition to the application they submit. The Mayor's decision is final on all prior convictions.

Once an application for an appointment has been filed with the City Secretary, it is placed on a resource list and remains active for a one-year period.

Applicants are encouraged to attend several meetings of a board prior to applying and/or appointment to a board.

Members of all boards created by the Council shall be appointed by the Mayor with the approval of the Council. (City Charter Sec.11)

Qualifications

Appointees to boards and commissions shall be residents of the City of Abilene, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or bylaws of said board or commission, if approved by Council.

Efforts are made to represent the diversity that we have in our community on all boards, and criteria for appointments may be established to achieve appropriate diversity, except that preference shall be given to appointment of residents of a specific area of town for which an ad hoc or advisory committee may be appointed.

A statement of officer is required for boards and commissions. All appointed/reappointed board members shall take and sign a statement of officer following their appointment/reappointment.

An oath of office (or affirmation) is required for boards and commissions. All appointed/reappointed board members shall take and sign an oath of office or affirmation following their appointment/reappointment.

If a board member enters on the duties of his or her office before taking, subscribing and filing the oath of office, he or she may be removed from office.

Terms

The term of service on most City boards is two years or three years, unless otherwise provided by law.

The length of service on all boards and commissions shall be governed by the bylaws of each board and commission, or by the resolution or ordinance that established the board.

A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later, unless otherwise provided by law.

Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case. A new application is required in order to be reappointed.

RESPONSIBILITIES FOR BOARD MEMBERS & STAFF

Attendance

Appointees to boards and commissions are expected to attend all meetings possible.

Any appointee who fails to regularly attend the scheduled meetings of a board may be removed by the City Council.

The board chairperson or staff liaison shall be responsible for reporting on attendance to the City Secretary upon request.

Resignations and Replacements

Any member of a board who desires to resign shall do so in writing to the City Secretary.

Unless otherwise provided by law, ordinance or resolution, all appointees to a board or commission serve at the pleasure of the Mayor and City Council, and may be removed from a board or commission at the discretion of the Mayor and City Council.

For those boards and commissions whose members may be removed for cause, the cause shall include, without limitation, the following: conflict of interest, and failure to attend meetings.

Ad Hoc Committees

The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the City.

Role of the Chair

The board bylaws or rules of order may give specific authority to the chair. However, generally, the chair, or in her/his absence, the vice chair, may perform the following duties:

- Presides at all meetings of the commission or board and ensures that the work of the commission or board is accomplished. To this end, the chair must exert sufficient control of the meeting to eliminate irrelevant, repetitious or otherwise unproductive discussion. At the same time, the chairperson must ensure that all viewpoints are heard and are considered in a fair and impartial manner. The chairperson cannot make rules related to the conduct of meetings or procedure without approval of the full board or commission.
- Appoints board or commission members to temporary committees and informal bodies subject to the approval of the full board or commission.
- Approves the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the chairperson the authority to remove items submitted by other board or commissioner members or City staff.
- Signs correspondence on behalf of the board or commission.
- Represents the board or commission before the City Council with the formal approval of the board or commission by motion and vote.
- The chairperson or a quorum of the board or commission may call a special meeting. The chairperson may also cancel a regular meeting.

Role of the Staff Support

The City Manager designates a City department to provide staff support for each board or commission. The department Director appoints an executive level staff person to serve as the liaison to the board or commission. The executive liaison ensures the board or commission complies with deadlines and code provisions, monitors the conflict of interest declarations to ensure the rules are followed, and helps the chairperson keep the board or commission functioning within their mission statement. The staff person shall help the board or commission prepare agendas, post meeting notices, maintain minutes and keep attendance records for board or commission members.

Staff liaisons and staff support are City of Abilene employees with significant staff responsibilities that relate to the same work area as the advisory board or commission to which they have been assigned. They do not work “for” or “at the direction of” the group they support. The board does not supervise or manage staff liaisons and may not direct staff to perform work on behalf of the board. The board may make reasonable requests for information or resources they need by contacting the executive liaison.

Staff Responsibilities

- Development of meeting agenda and information packets with chairperson of the board or commission
- Facilitate, not participate
- Act as a resource on City policies, procedures and information
- Writing action minutes from board and commission meetings
- Ensure that federal and state law, city ordinance and city policies are followed with regard to the operation and duties of the board

What Makes an Effective Board or Commission?

There are some things you can do to make sure that your board or commission is strong and effective and that it has successful meetings. A successful meeting involves effective communication between individuals or groups. Good meeting planning and good facilitation skills are needed.

Here are a few pointers to conducting a successful meeting:

- Keep the meeting under control. The chairperson and board or commission members are responsible for making sure the meeting is conducted in an orderly manner. To do this, follow a set meeting procedure and explain the procedure to those present at the beginning of the meeting.
- Act promptly. Follow the published agenda and make decisions in a timely manner to ensure due process.
- Stay focused. Do not get bogged down in details or constant requests for more information. Bring issues to a consensus.

- Determine if the issues were clearly defined and fully addressed. Make sure you have enough information to reach a decision. You can do this by keeping an open mind, hearing all the testimony or information before discussing the pros and cons of an item, remaining focused on the facts, listening carefully before making or announcing a decision and avoid making the discussion personal.
- Ensure the board or commission's action is aligned with goals and objectives and adopted plans and policies of the City of Abilene.
- Do your homework. Read and review your agenda and spend as much time as necessary to become thoroughly familiar with each matter. If you need more information, ask the staff. If you need to make a site visit for a better understanding – Go. The key is to know the facts so you can make an informed decision.
- Think about whether you have a conflict of interest with any item on the agenda. If so, you will need to file a conflict of interest form. The City Secretary's Office can provide you with a blank form. You will need to abstain from discussion and voting during the meeting. If you are unsure, consult with the City legal department.
- Be professional. Do not mingle with friends, acquaintances, applicants or objectors in the audience before the meeting or during a recess as this can create the impression of bias, dishonesty or conflict.
- Be polite and impartial. Assist those who are not familiar with the protocol.
- Be attentive to those who are presenting their point of view. This is an important issue to them and their voice must be heard.
- Follow the bylaws for your board or commission, if applicable.
- Arrange your schedule to be at the meeting on time. This will ensure that a quorum is present and the business of the meeting can proceed. As soon as the scheduled meeting time has come, and a quorum is in the room, the meeting should be called to order.
- Follow the rules in the City Code and in the board or commission's bylaws. The rules provide that each person and board or commission member attending a meeting should observe decorum.

There are many ways you can have a successful board or commission. These are just a few. Think about your actions, how you present yourself, and how you represent the City. These things make an impact on your board or commission and its effectiveness.

You have been appointed to help the City Council make good decisions for the citizens of Abilene. As a public official, there are certain responsibilities you must undertake and rules you need to know and abide by.

Rules of Procedure

The City Council's Rules of Procedure are the adopted rules of procedure for City Council and all boards and commissions. Boards and commissions should apply these rules as practical. Note, some provisions will only apply to City Council.

General Public

The purpose of board or commission meetings is to permit open discussion on specific topics in a setting that is more informal than a City Council meeting, to hear public expression on issues and to inform the public of what the board or commission is doing. Board members or Commissioners have the obligation to consider the welfare of the entire City, to be fair, objective and courteous, and to afford due process to all who come before them.

Public opinion must be sought but no board member or commissioner should permit their judgment to become subservient to the criticism of those citizens attending the meetings.

All communications from the board or commission to members of the public are transmitted through the board or commission chairperson or designee. Similarly, arriving communications are received and relayed to the board or commission through the staff contact. Staff is responsible for including all communications received in the agenda packet according to publication deadlines. Official responses to citizen inquiries must be approved by the full board or commission and sent via staff. The roster of board or commission members is a public document available in the Office of the City Secretary. The roster includes the name, residential or mailing address and either a home or business phone number of each board or commissioner. Board members or Commissioners may interact with the public; however, if board members/commissioners are contacted by the public outside a meeting, board members/commissioners should encourage citizens to send their comments to staff for distribution to all board members/commissioners.

Individual Board Members or Commissioners

An individual board member/commissioner may not represent the board or commission before the general public unless the City has authorized a board member or commissioner to do so. When an individual board member or commissioner is appearing in a private capacity before other boards, commissions, outside agencies, the media, or the general public, the board member or commissioner must clearly indicate that she/he is speaking as a private individual, not as an official representative.

Press and Other Media

All media communications need to go through the City of Abilene Communications/Media Relations Office.

KEY LEGAL REQUIREMENTS FOR TEXAS CITY OFFICIALS

www.tml.org

Open Government Training

Each elected or appointed member of a governmental body must take at least one hour of training in both the Open Meetings Act and the Public Information Act. For more information, please visit the Attorney General's Web site at www.oag.state.tx.us.

A copy of the certification of course completion must be given to the City Secretary for filing within 14 days of appointment.

Texas Open Meetings Act (TOMA)

Definition of "meeting": A meeting may occur any time a quorum of the board discusses public business that is within the board's jurisdiction, regardless of the location or means of communication (e.g., phone, in person, email).

General rule: Every regular, special, or called meeting of most boards (depending on membership and authority) must be open to the public.

Exception: TOMA does not apply to purely social gatherings, conventions and workshops, ceremonial events, or press conferences, so long as any discussion of city business is incidental to the purpose of the gathering.

Exception: A city may use an online message board that is viewable by the public for board members to discuss city business. The message board must meet several criteria provided for in TOMA.

Exception: Statutorily authorized executive or "closed" sessions, including deliberations concerning: (1) purchase or lease of real property; (2) consultation with attorney; (3) personnel matters; and (4) economic development. Advisory boards are typically not allowed to conduct a "closed" session.

To hold an executive or "closed" session, the governing body must first convene in open session, identify which issues will be discussed in executive session, and cite the applicable exception. All final actions, decisions, or votes must be made in an open meeting.

Agenda: A governmental body must post an agenda that includes the date, hour, place, and subject of each meeting. The agenda must be posted at city hall in a place readily accessible to the public at all times for at least 72 hours before the meeting. In addition, for cities that have an Internet website: (1) a city under 48,000 population must post meeting notices on its website; and (2) a city over 48,000 population must post the entire agenda on its website.

Records of meetings: Boards must keep written minutes or recordings of all open public meetings. The minutes must state the subject and indicate each vote, decision, or other action taken. Minutes should be approved at the next Regular board meeting.

Penalties: Penalties for violating the TOMA range from having the action voided to the imposition of fines and incarceration. Any action taken in violation is voidable and may be reversed in a civil lawsuit. There are four criminal provisions under the TOMA, including:

- Knowingly engaging in a series of communications concerning public business outside of a public meeting in numbers less than a quorum;
- Calling or participating in an unlawful closed meeting;
- Participating in a closed session without a certified agenda or tape recording; or
- Disclosure of a certified agenda or tape recording to a member of the public

Texas Public Information Act (PIA)

Definition of "public information": Public information includes any information that is collected, assembled, or maintained by or for a governmental entity (including information held by an individual officer or employee in the transaction of official business), regardless of the format.

General rule: Most information held by a city (or a city official or employee) is presumed to be public information and must be released pursuant to a written request.

Procedure: Any member of the public may request information in writing. A city official is prohibited from inquiring into the requestor's motives, and is generally limited to:

- Releasing the information as quickly as is practicable, but generally not later than ten business days following the request; or
- Requesting an opinion from the Texas Attorney General's office within ten business days of the request as to whether the information may be withheld.

Penalties: Penalties for violating the PIA range from a civil lawsuit against the city or a city official to the imposition of fines and incarceration.

There are three general criminal provisions under the PIA, including:

- Refusing to provide public information;
- Providing confidential information; and
- Improperly destroying government information.

Disclosure of Personal Information

The Texas Government Code, Section 552.024 deals with the disclosure of personal information for board members. Each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, or social security number, or that reveals whether the person has family members.

An Election for Non-Disclosure Form is available for board and commission members if they chose to elect non-disclosure of the aforementioned information. This form must be filed within 14 days after the first meeting of the board member's appointment with the City Secretary.

The form is available through the office of the City Secretary or may be obtained from the city representative attending the specified board meeting.

ETHICS

Chapter 171 – Conflicts of Interest

Definition of "conflict of interest": A local public official has a conflict of interest in a matter if any action on the matter would involve a business entity or real property in which the official has a substantial interest, and action on the matter would confer an economic benefit on the official. A substantial interest would include if (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

General rule: If a local public official has a substantial interest in a business entity or real property, the official must file an affidavit with the city secretary stating the interest and abstain from any participation or vote on the matter. A local public official is considered to have a substantial interest if a close relative has such an interest.

Exception: If a local public official has a conflict of interest and files an affidavit, the official is not required to abstain from further participation or a vote on the matter if a majority of the members of the governing body also have a conflict of interest and file an affidavit.

Penalties: Penalties for violating the conflict of interest provisions range from having the action voided to the imposition of fines and incarceration

Chapter 176 – Conflicts Disclosure

General rule: Local Government Code Chapter 176 requires that mayors, councilmembers, city managers or administrators, and certain other city officials, must file a "conflicts disclosure statement" with a city's records administrator within seven days of becoming aware of either of the following situations:

- A city officer or the officer's family member has an employment or business relationship that results in taxable income of more than \$2,500 with a person who has contracted with the city or with whom the city is considering doing business.
- A city officer or the officer's family member receives and accepts one or more gifts with an aggregate value of \$250 in the preceding 12 months from a person who conducts business or is being considered for business with the officer's city.

The bill also requires a vendor who wishes to conduct business or be considered for business with a city to file a "conflict of interest questionnaire" if the vendor has a business relationship with the city and an employment or other relationship with an officer or officer's family members, or has given a gift to either. The conflicts disclosure statement and the conflict of interest questionnaire were created by the Texas Ethics Commission and are available online at www.ethics.state.tx.us.

Penalties: An officer who knowingly fails to file the statement commits a class C misdemeanor, which is punishable by a fine of up to \$500.

Chapter 553 – Conflicts Disclosure

General Rule: Government Code Chapter 553 requires a "public servant" who has a legal or equitable interest in property that is to be acquired with public funds to file an affidavit within ten days before the date on which the property is to be acquired by purchase or condemnation. Chapter 553 applies to the acquisition of both real property (e.g., land) and personal property (e.g., a vehicle).

Penalties: A person who fails to file the required affidavit is presumed to have committed a Class A misdemeanor offense if the person had actual notice of the acquisition or intended acquisition of the property. A Class A misdemeanor is punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed one year, or both.

Nepotism

Definition of "nepotism": Nepotism is the appointment or employment of a close relative of a city's final hiring authority (the city council or city manager, depending on the form of government)" to a paid position with the city, within the third degree by consanguinity or within the second degree by affinity.

A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if: 1) the individual is related to the public official within a degree described above, or 2) the public official holds the appointment or confirmation authority as a member of a state or local board, the legislature, or a court and the individual is related to another member of that board, legislature, or court within a degree described above.

General rule: A public official, acting alone or as a member of a governing body, generally may not appoint a close relative to a paid position, regardless of the relative's merit. In addition, the reverse applies. In other words, a person may not be elected to the city council if a close relative is employed by the city, unless the relative first resigns.

Exception: If the employee has been continuously employed by the city for a certain period of time, a close relative may be elected to the city council.

Penalties: Penalties for violating the nepotism provisions include a fine and immediate removal from office.

Bribery/Gifts

Definition of “bribery”: A public official or public employee commits the crime of bribery when he accepts, agrees to accept, or solicits any benefit as consideration for a decision, opinion, recommendation, vote, or other exercise of discretion. The fact that a benefit or gift was not offered until after the exercise of official discretion is not considered a defense to a prosecution for bribery.

Bribery penalty: The penalty for violating the bribery law is a second degree felony, punishable by two to twenty years imprisonment and a fine of up to \$10,000.

Gifts: Public officials and employees are generally prohibited from accepting gifts from any person subject to their jurisdiction, whether or not the gift is related to a specific official action.

Exceptions: Certain exceptions may apply, such as: (1) an item with a value of less than \$50 (excluding cash or a negotiable instrument, such as a check or gift card); (2) a gift given by a person with whom the official or employee has a familial, personal, business, or professional relationship, independent of the official or employee’s status or work; (3) any benefit that the official or employee is entitled to receive by law or for which the person has performed a duty independent of the person’s status as a public service (for example, a jury duty fee); or (4) any political contributions as defined by the Texas Election Code. In addition, a public employee or official may in certain circumstances accept as a guest an unsolicited gift or benefit of food, lodging, transportation, or entertainment, so long as the gift is not related to a specific official action.

Gifts penalty: The penalty for violating the acceptance of gifts prohibition is, with some exceptions, a class A misdemeanor, punishable by a fine of up to \$4,000 and/or jail time of up to one year.

The following pages contain sample documents and templates that can be used as a reference to help board members and staff



**City of Abilene
Boards & Commissions Application**

Your Information

| | | |
|------------------------------|---|--|
| FIRST | LAST | LIVE WITHIN CITY LIMITS? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| HOME ADDRESS | CITY STATE ZIP | NUMBER OF YEARS AS AN ABILENE RESIDENT |
| MAILING ADDRESS | CITY STATE ZIP | HOME PHONE |
| CELL PHONE | EMAIL ADDRESS | RETIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| OCCUPATION/FORMER OCCUPATION | BUSINESS ADDRESS | BUSINESS PHONE |
| EMPLOYER | VOTER REGISTRATION NUMBER or DATE OF BIRTH* | |

**Note: For specific boards, being a registered voter is required. The city can only verify through this through a voter registration number or date of birth.*

Previous Experience on Boards, Commissions, or Other Civic Organizations

| BOARD OR ORGANIZATION | CITY, STATE | YOUR ROLE | DATES SERVED |
|-----------------------|-------------|-----------|--------------|
| | | | |
| | | | |

Please describe your education, professional affiliations, special knowledge, qualifications or expertise that relates to your possible appointment (attach additional sheets if needed): _____

Please give a brief statement of why you would like to be appointed to a Board or Commission: _____

While there is no guarantee of an appointment, all applications will be considered equally. Applications will be kept on file for one year and then either updated or withdrawn by the applicant. Please list the boards you are interested in serving:

Recognizing that serving on a Board or Commission is often time consuming and most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? YES I CAN TRY

I have attended one or more meetings of the board or commission for which I have applied. YES NO

Have you been convicted of a felony? YES NO

I do hereby authorize the City of Abilene to run a criminal background check, and release the City of Abilene and its agents and employees from any and all liability and/or damage which may result from the furnishing of any background check information.

YES NO

Applicant Signature _____ Date _____



DISCLOSURE AND AUTHORIZATION – EMPLOYMENT OR VOLUNTEER

In connection with my application for a board or committee position with the City of Abilene , consumer reports will be requested. These reports may include the following types of information as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, drug screen, DOT history, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, credit, judgments, bankruptcy proceedings, eviction's, criminal records, etc., from federal, state and other agencies that maintain such records.

In addition, investigative consumer reports gathered from personal interviews with former employers or landlords, past or current neighbors and associates of mine, etc. to gather information regarding my work or tenant performance, character, general reputation and personal characteristics and mode of living (lifestyle) may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO OBTAIN AND FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: First Check Applicant Screening, P.O. Box 92033, Southlake, TX 76092, telephone number (888) 588-2525, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request. I hereby consent to your obtaining the above information from the agency.

I HEREBY AUTHORIZE PROCUREMENT OF CONSUMER REPORT(S) AND INVESTIGATIVE CONSUMER REPORT(S). If hired, contracted or accepted for "employment", this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract/volunteer) period. California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

Signature _____
Date

The following information is being requested in order to conduct a background check on you:

Full Name: _____

Other names you have used: _____

Mailing Address 1: _____

Email Address (if you wish to be contacted this way): _____

Social Security No.: _____; Date of Birth: _____

Drivers License No.: _____; State of Issue: _____

Sample Public Access Option Form



PUBLIC ACCESS OPTION FORM
(Texas Government Code Sections 552.024 and 552.137)

Section 552.024(a) of the Texas Government Code allows each employee or official of a governmental body and each former employee or official of a governmental body the opportunity to choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members, as applicable. Further, Section 552.137 of the Texas Government Code, under certain circumstances, allows the employee or official to choose whether to have their e-mail disclosed by the governmental body.

In order to restrict the City of Abilene from providing the noted information in accordance with the above-referenced sections of the Texas Government Code, written notice by the employee/official is necessary. By indicating below, you are officially notifying the City of Abilene what information can/cannot be disclosed. Note, however, that in the event the City of Abilene provides you a city email, that email address is subject to disclosure at the will of the City and upon any request received by the Public Information Act.

| Do you give permission for public access of the following: <i>(Indicate your choice by placing an "X" in the appropriate box.)</i> | NO | YES |
|---|----|-----|
| Home address | | |
| Home Telephone Number | | |
| Cellular Phone Number | | |
| Social Security Number, if provided to the City | | |
| Information that reveals whether you have family members or a domestic partner, if applicable | | |
| Emergency contact information | | |
| Email Address (1): (Note address here) | | |
| Email Address (2): (Note address here) | | |

Print Name: _____ Date: _____

Signature: _____

(Note: This form should be completed and signed by employee/public official no later than the 14th day after the employee begins employment, the public official is elected or appointed or a former employee or official ends employment or service.)

Revised April 25, 2018



City of Abilene Board of Adjustment Agenda

Notice is hereby given of a meeting of the Board of Adjustment to be held on Tuesday March 8th, 2016 at 8:30 a.m., at City Hall - Council Chambers, Second Floor, 555Walnut Street, Abilene, Texas for the purpose of considering the following agenda items.

1. **Call to order.**
2. **Minutes** - Approval of the minutes from the February 9, 2016
3. **Agenda Items:**
 - a. BA-2016-03
A public hearing to consider a request from Gary Evans, agent Willie Carrigan for a Special Exception to locate a carport in the front yard building setback in RS-8 (Residential Single Family) zoning. Legal description being BEL AIR ADDITION SECTION 4, BLOCK F, LOT 25. Located at 3849 Laurel Drive.
 - b. BA-2016-04
A public hearing to consider a request from Floyd Meredith for a Special Exception to locate a carport in the front yard building setback in RS-6 (Residential Single Family) zoning. Legal description being WESTWOOD ADDITION CONTINUATION 1, BLOCK B, LOT 18, Located at 1533 Briarwood Street.
4. **Adjournment.**

NOTICE

In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending Board of Adjustment meetings. To better serve you requests should be received forty-eight (48) hours prior to the meetings. Please contact Planning at 676-6237. Telecommunication device for the deaf is 676-6360.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the ___ day of _____, 2016, at _____

City Secretary

**SPECIAL CALLED MEETING
BUDGET WORK SESSION
September 5, 2019 at 8:30 a.m.**

**CITY COUNCIL OF THE CITY OF ABILENE, TEXAS
COUNCIL CHAMBERS, CITY HALL**

The City Council of the City of Abilene, Texas met in a Special Called Meeting on September 5, 2019, at 8:30 a.m. in the Council Chambers, 555 Walnut St. Mayor Anthony Williams was present and presiding with Mayor Pro-tem Weldon Hurt, Deputy Mayor Pro-tem Donna Albus and Councilmembers Shane Price, Jack Rentz, Kyle McAlister, and Travis Craver. Also present were City Manager Robert Hanna, City Attorney Stanley Smith, City Secretary Shawna Atkinson, and various members of the City staff.

Councilmember Shane Price delivered the invocation.

Heaven Wade, Sean Jones and Arianna Hodges, all 5th graders at Thomas Elementary, led the Pledge of Allegiance to the Flag of the United States of America and State of Texas Flag.

REGULAR AGENDA

- 2. Ordinance and Public Hearing (Second Reading): Receive a Report and Hold a Discussion and Public Hearing on the Proposed FY 2020 Tax Rate; Setting a Public Hearing and Final Vote for September 12, 2019

Mike Rains, Director of Finance presented the item. He gave a brief overview of the proposed tax rate for fiscal year 2020.

Mayor Williams opened the public hearing. The following addressed the city council:

- David Swart – stated only two things in life are certain, death and taxes.

With no other speakers coming forward, the public hearing was closed.

This item was for discussion and public hearing only. The final public hearing and vote on the tax rate will be during the September 12, 2019, regularly scheduled City Council meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:39 a.m.

Shawna Atkinson
City Secretary

Anthony Williams
Mayor

Minutes approved on: _____

*****Note: This is a sample only from the 9/5/2019 City Council Budget Hearing Meeting**

MINUTES

**Follow any set rules in your bylaws for voting by members of the board/commission*

Content of Minutes

Minutes need to be an accurate, brief and clear account of the action taken on an item.

(1) Every minute item should include proper subject, title, location, address, subdivision, lot, block, contract number, Contract Company named in full, and persons' titles according to what is appropriate to the subject matter

(2) Minutes should reflect which Council/Board Members made and seconded the motion and how each Member voted and any points of order. Each item should be complete enough that anyone years later would clearly understand the action taken.

(3) When a motion is made and seconded, the Mayor or Chair, if proper parliamentary procedure is followed, repeats the motion. However, the Secretary must learn to form motions from discussion followed by the statement "so move." If you are not certain of the Board's intent, do ask for clarification of their motion. It is important to make sure the minutes are accurate.

(4) Minutes of the meeting should be concise, not a narrative. Wording on items which appear often should read the same except for pertinent wording fitted to the occasion. Minutes are apt to be used in court as evidence. If they are written in approximately the same wording for the same subject, the court has no problem with intent.

(5) A motion to postpone until a certain time must show the disposition of the item. If no motion is made, the Secretary must indicate in the minutes that the item was not acted upon.

(6) Formats can vary, but consistency is key to accurate minute preparation. This does not mean the form cannot be changed, but the change must be consistent. It is highly recommended that you prepare your minutes as soon as possible following the conclusion of the meeting.

(7) Suggested information to be included in the minutes:

- (A) Date of meeting
- (B) Location of meeting
- (C) Type of meeting (Regular, Special, and Workshop)
- (E) Time meeting called to order
- (F) Officials/members present
- (G) Officials/members absent
- (H) Topics of business (Agenda captions)
- (I) Action taken on each business matter
- (J) Record of motions
- (K) Record of voting
- (L) Time of adjournment
- (M) Signature blocks for presiding officer and City Secretary

Preparation of Minutes

The following are suggestions for preparation of minutes:

- Capitalize and center the heading designating the meeting time, date and place, bold type.
- Single space for text.
- Double space between each paragraph.
- Be consistent when using capitalization of titles or proper names of organizations, companies or proper nouns.
- Reference any official document by its assigned number (i.e. Ordinance No. 1234, Resolution 2014-R-01, and Zoning Case 2014-55)
- Attempt to acquire at the meeting the name, address, and affiliation, if applicable, of persons speaking before the Board and collect at conclusion of meeting to keep with meeting notes. Possible methods for tracking speaker information are through the use of speaker cards, electronic sign-up or sign-in sheets. The method selected is based on internal preferences.
- Take notes as the meeting proceeds.

Sample Statement of Officer

| | | |
|--|--|------------------------------------|
| Form #2201 Rev. 09/2017 Submit to: SECRETARY OF STATE Government Filings Section P O Box 12887 Austin, TX 78711-2887 512-463-6334 512-463-5569 - Fax Filing Fee: None |  STATEMENT OF OFFICER | This space reserved for office use |
|--|--|------------------------------------|

| |
|---|
| Statement |
| I, [REDACTED] , do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God. |
| Title of Position to Which Elected/Appointed: [REDACTED] |
| Execution |
| Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true. |
| Date: [REDACTED] |
| <div style="text-align: right;"> [REDACTED] Signature of Officer </div> |



The following dates are scheduled for Committee Meetings.

Please mark your calendars and schedule these days for KAB activities!

Marketing Committee Meetings - Third (3rd) Tuesday of the month from 12-1 pm

- May 16, 2023
- Jun 20, 2023
- Jul 18, 2023
- Aug 15, 2023
- Sep 19, 2023
- Oct 17, 2023
- Nov 14, 2023
- Dec 19, 2023

Education & Outreach Committee Meeting - Third (3rd) Tuesday of the month from 4-5 pm

- May 16, 2023
- Jun 20, 2023
- Jul 18, 2023
- Aug 15, 2023
- Sep 19, 2023
- Oct 17, 2023
- Nov 14, 2023
- Dec 19, 2023

Event Planning Committee Meetings - Third (3rd) Wednesday of the Month from 12-1 pm

- May 17, 2023
- Jun 21, 2023
- Jul 19, 2023
- Aug 16, 2023
- Sep 20, 2023
- Oct 18, 2023
- Nov 15, 2023
- Dec 20, 2023

Grant Committee Meetings - The week after the board meeting on Thursday from 4-5 pm

- May 18, 2023
- Jun 22, 2023
- Jul 20, 2023
- Aug 17, 2023

- Sep 21, 2023
- Oct 19, 2023
- Nov 16, 2023
- Dec 21, 2023



Keep Abilene Beautiful Board Meetings October 2022 - September 2023

The Keep Abilene Beautiful Board of Directors meets the second Tuesday of every month from 4 pm to 5 pm in the City Hall Basement Conference Room. The following dates have been designated for meetings during FY 2022 - 2023

October 12, 2022

November 9, 2022

December 14, 2022

January 11, 2023

February 15, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023*

September 13, 2023

*The Annual Board Retreat will be held in August, date TBD