



**NOTICE OF A MEETING
TOURISM ADVISORY BOARD
THURSDAY, JANUARY 20, AT 9:00 AM
SCHULTE ROOM IN MORRISS HALL AT THE BARNHILL CENTER
106 S. DOUGLAS STREET
BRENHAM, TEXAS**

1. Call Meeting to Order

2. Public Comments

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with the law.]

REGULAR SESSION

- 3. Discuss and Possibly Act Upon the Election of a Chairperson and Vice-Chairperson for the 2022 Calendar Year**
- 4. Discuss and Consider Approval of 2022 Quarterly Board Meetings**
- 5. Review of Tourism ILA, Tourism Advisory Board By-Laws and City of Brenham Board and Commissions Policies**

WORK SESSION

- 6. Discuss and Consider Appointments to Committees**
- 7. Quarterly Report by Visit Brenham DMO Team**
- 8. Adjourn**

CERTIFICATION

I certify that a copy of the January 20, 2022, agenda of items to be considered by the Tourism Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, January 14, 2022, at _____ pm.

Nancy Joiner

Tourism and Marketing Coordinator

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7200 for assistance.

I certify that the attached notice and agenda of items to be considered by the Tourism Advisory Board was removed by me from the City Hall bulletin board on the _____ day of _____, 2022 at _____.

Signature

Title



AGENDA ITEM 3

To: Tourism Advisory Board

From: Karen Stack, Legal & Legislative Services Manager

Subject: Board Officer Appointment

Date: January 18, 2022

Section 14 of the Brenham Policies and Procedures for Boards and Commissions reads in part “Each Board shall, in its first meeting of each calendar year, elect a Chair and Vice-Chair to serve for one (1)-year terms. The Chair of each board shall call the meeting to order and preside at the meetings. In the absence of the Chair, the Vice-Chair shall preside.”

We have added an agenda item to enable the Board to appoint the Chair and Vice-Chair for 2021-22. The individuals selected will serve terms that begin immediately upon their selection, and end December 31, 2022. Any board member can nominate, and any board member can be nominated. A board member may also nominate themselves.



AGENDA ITEM 4

To: Tourism Advisory Board

From: Jennifer Eckermann, Director of Tourism & Marketing

Subject: Discuss and Consider Approval of 2022 Tourism Advisory Board Meeting Dates

Date: January 18, 2022

We propose the following dates for meetings of this Board in 2022:

Thursday, January 20

Thursday, April 21

Thursday, July 21

Thursday, October 20



AGENDA ITEM 5

To: Tourism Advisory Board

From: Jennifer Eckermann, Director of Tourism & Marketing

Subject: Review of Tourism ILA, Tourism Advisory Board By-Laws, and City of Brenham Board and Commissions Policies

Date: January 18, 2022

Attached are the Tourism ILA and Advisory Board By-Laws approved by the Brenham City Council and Washington County Commissioners Court.

We will review the highlights of each at our meeting, including current staggered terms for board members.

In addition, we'll review the City of Brenham Boards and Commissions Policies and Procedures.

COPY

THE STATE OF TEXAS §
 §
COUNTY OF WASHINGTON §

INTERLOCAL AGREEMENT BETWEEN CITY OF BRENHAM AND WASHINGTON COUNTY TO ADVOCATE AND PROMOTE TOURISM PROGRAMS AND SERVICES

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into pursuant to the Interlocal Cooperation Act (Chapter 791, Texas Government Code) by and between the City of Brenham, Texas (acting by and through the Hon. Milton Y. Tate, Jr., Mayor) (“City”) and Washington County (acting by and through the Hon. John Durrenberger, County Judge) (“County”) and (hereinafter City and County are collectively referred to as the “Parties,” or the “Cooperating Parties”).

RECITALS

WHEREAS, entering into this Agreement will benefit and allow the Cooperating Parties to efficiently and effectively utilize their respective resources in support of tourism programs and services; and

WHEREAS, the City and County desire to work together to promote tourism programs and services in Brenham and Washington County; and

WHEREAS, the City and County are authorized pursuant to the Texas Tax Code, Chapters 351 and 352 to impose a Hotel Occupancy Tax; and

WHEREAS, the City and County agree to jointly establish a seven-member Tourism Advisory Board to advise and support implementation of strategic objectives and to assist in allocation Hotel Occupancy Tax funds;

NOW THEREFORE, THIS AGREEMENT is entered into between City of Brenham (the “City”) and Washington County, Texas, (the “County”) pursuant to Chapters 351 and 352 of the Texas Tax Code and Chapter 791, Texas Government Code. In furtherance of the purposes of the Tax Code, and in consideration of the mutual covenants herein contained, the City and County hereby agree as follows:

1. TOURISM ADVISORY BOARD ORGANIZATION

- A. The Tourism Advisory Board hereby replaces the Brenham-Washington County Hotel Occupancy Tax Board pursuant to a new set of by-laws set forth and approved by the City of Brenham City Council and the Washington County Commissioners Court, a copy of which is attached hereto as Exhibit “A” and incorporated herein for all purposes.
- B. The Tourism Advisory Board consists of seven (7) members. Five (5) Board members shall be appointed by the City Council of the City of Brenham and two of

the following the Washington County Tourism Liaison or a member of the Washington County Commissioners Court or the Washington County Expo Director shall represent the Commissioners Court.

C. The Tourism Grant Funding Committee of the Board consists of five (5) members appointed by Washington County Commissioners Court.

2. GOVERNMENTAL ENTITY FUNDING AND RESPONSIBILITIES (Exhibit "B")

A. The City of Brenham will manage, operate and fund the Visit Brenham/Washington County DMO and The Barnhill Center, with funds collected within the city limits of the City of Brenham. The DMO will present quarterly reports to the Tourism Advisory Board and will provide staff to record and distribute minutes, prepare agendas and post meetings.

B. Washington County will collect hotel occupancy taxes outside of the City of Brenham. During the annual budget process, the County will determine a HOT Fund budget for eligible projects at the Washington County Expo. In addition, the County will budget for county-wide bi-annual Tourism Grants. The Funding Committee will review the eligible request and make funding recommendations to the County Commissioners Court. The County Treasurer will disburse funds for approved events/programs/projects.

C. The Grant Eligibility Committee will review Post Event Reports and determine eligibility and priority of Tourism Grant requests based on state law requirements for the promotion of tourism as authorized by the Texas Tax Code, Chapters 351 and 352, in the manner as each Chapter may be respectively applicable to the City or County, and present findings to Tourism Grant Funding Committee for consideration. The Committee will consist of five (5) members: two (2) board members appointed by the Chairperson, the Director of Tourism & Marketing for Visit Brenham/Washington County DMO, the DMO Group Sales Manager, and the Tourism and Marketing Coordinator.

3. TERM AND TERMINATION

This Agreement shall be effective beginning May 1, 2021 and shall remain in effect until December 31, 2023 ("Initial Term"). This Agreement shall automatically renew for a two (2) year period ("Renewal Term") on January 1st of each Renewal Term. Either Party may terminate this Agreement, with or without cause, by giving notice in the manner provided herein to the other Party at least ninety (90) days prior to the effective date of the Renewal Term. Notwithstanding any other provision herein, if both parties hereto agree to terminate this Agreement with less than the required ninety (90) days' notice, said ninety (90) day notification period may be waived. Notice shall be provided pursuant to the terms set forth in Section 3.2.

4. MISCELLANEOUS

Section 4.1 Assignment. This Agreement shall bind and inure to the benefit of the Cooperating Parties hereto, their successors and assigns. This Agreement may not be assigned by either Party without the express written consent of the other Party.

Section 4.2 Notice. All notices required under this Agreement shall be in writing and delivered personally or sent by certified or registered US Mail, postage prepaid, addressed to such Party at the following respective addresses:

CITY: Mayor
City of Brenham
P.O. Box 1059
Brenham, Texas 77834-1059

COUNTY: County Judge
Washington County Courthouse
100 E. Main St., Suite 104
Brenham, Texas 77833

And shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. All Parties hereto may change the above address by sending written notice of such change to the other in the manner provided for above.

Section 4.3 Waiver of Immunity. No Party hereto has agreed to waive any defense, right, immunity, or other protection under law, including any statutory provision, by entering into this Agreement or otherwise participating.

Section 4.4 Severability. If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices the other Party.

Section 4.5 Entire Agreement. This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire Agreement or the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kinds, exist between the Parties regarding this Agreement.

Section 4.6 Written Agreement. Unless otherwise specified, this Agreement may be amended only by written instrument approved by the Parties hereto.

Section 4.7 Applicable Laws. This Agreement is subject to the laws of the State of Texas, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Section 4.8 Captions. Captions contained in this Agreement are for reference only and, therefore, have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

Section 4.9 Non-Waiver. If either Party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either Party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

Section 4.10 Ambiguities. If any term of this Agreement is ambiguous, it shall not be construed for or against any Party on the basis that the Party did or did not write it.

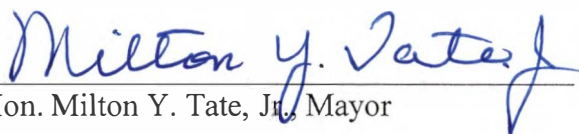
Section 4.11 Parties in Interest. This Agreement does not bestow any rights upon any third party, but binds and benefits the City and the County only.

Section 4.12 Counterparts. Signatures hereby may be counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN TESTIMONY OF WHICH, this Agreement has been executed on behalf of the Parties hereto as follows:

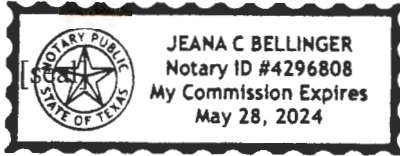
- a. It has on the 20 day of August, 20 21 been executed on behalf of the City by the Mayor of Brenham, Texas, pursuant to action of the City Council of the City of Brenham, Texas authorizing such execution.
- b. It has on the 10 day of August, 20 21 been executed on behalf of the County by the County Judge of Washington County, Texas, pursuant to an order of the Commissioners Court of Washington County, Texas authorizing such execution.

CITY OF BRENHAM, TEXAS


Hon. Milton Y. Tate, Jr., Mayor

STATE OF TEXAS §
§
COUNTY OF WASHINGTON §

The foregoing instrument was acknowledged before me this 20 day of August, 20 21 by Milton Y. Tate, Jr., Mayor of the City of Brenham, Texas.



Jeana C. Bellinger
Notary Public, State of Texas
Printed Name: Jeana C. Bellinger

WASHINGTON COUNTY, TEXAS

John Durrenberger
Hon. John Durrenberger, County Judge

STATE OF TEXAS §
 §
COUNTY OF WASHINGTON §

The foregoing instrument was acknowledged before me this 10 day of August,
20 21 by John Durrenberger, County Judge of Washington County, Texas.

[seal]



Carli Koehne
Notary Public, State of Texas
Printed Name: Carli Koehne

COPY

**BY-LAWS OF
THE TOURISM ADVISORY BOARD
OF THE CITY OF BRENHAM
AND WASHINGTON COUNTY, TEXAS**

**ARTICLE I
NAME OF ORGANIZATION**

Section 1:

The name of this organization shall be the Tourism Advisory Board hereinafter referred to as “this Board” of the City of Brenham, Texas and Washington County, Texas.

Section 2:

This Board will implement its objectives and purposes in the City of Brenham, Texas and the County of Washington, Texas.

Section 3:

The street address of the office of this Board shall be the same as for the City of Brenham, Texas, or at such location as may be designated by the City Council of the City of Brenham, Texas, in agreement with Washington County Commissioners Court.

**ARTICLE II
AUTHORITY**

The creation of this Board is authorized by City of Brenham, Texas and Washington County Commissioners Court, and is a necessary and helpful advisory board to both the City Council of the City of Brenham, Texas and the Commissioners Court of Washington County, Texas.

**ARTICLE III
PURPOSE AND RESPONSIBILITY**

The purpose and responsibility of this Board shall include, but not be limited to, the following:

- A. To advise and support the Brenham/Washington County Destination Marketing Organization (DMO).
- B. To advocate for the continued development of tourism and cultural assets.

ARTICLE IV
MEMBERSHIP

Section 1:

Membership in this Board shall consist of residents of the City of Brenham and Washington County. This Board shall consist of seven (7) members.

Section 2:

Five (5) Board members shall be appointed by the City Council of the City of Brenham and two of the following the Washington County Tourism Liaison or a member of the Washington County Commissioners Court or Washington County Expo Director shall represent the Washington County Commissioners Court.

Section 3:

The term of membership of this Board appointed by the City Council of the City of Brenham shall be staggered three (3) year terms, and such a Board member shall be able to succeed himself/herself, subject to reappointment by the City Council. Board membership appointed by the City Council of the City of Brenham shall be limited to three (3) full consecutive terms, with a minimum one (1) year absence from the Board before consideration for reappointment. Two of the following the Washington County Tourism Liaison or a member of the Washington County Commissioners Court or Washington County Expo Director representing the Washington County Commissioners Court shall serve on the Board perpetually unless and until these bylaws are revised, or these positions cease to exist.

Section 4:

Resignation from this Board shall be by letter to the Board Chairperson, Mayor, and County Judge. Vacancies resulting from resignation or any other cause will be filled by the City Council of the City of Brenham or the Washington County Commissioners Court, depending on whether the Board position was a City of Brenham appointment or a Washington County appointment. A person appointed to fill a vacancy on the Board shall serve for the remaining unexpired term of the position to which the person is appointed.

Section 5:

A Board member appointed by the City Council of the City of Brenham who is unable to participate in Board business shall be expected to tender his/her resignation.

A Board member appointed by the City Council of the City of Brenham who misses three (3) consecutive meetings will be counseled by the Chairperson and is subject to removal by vote of the City Council.

A Board member appointed by the City Council of the City of Brenham who misses fifty percent (50%) of the scheduled meetings in a one (1) year period shall not be eligible for reappointment.

Section 6:

A Board member may cast only a single vote on any issue. Proxy votes are prohibited. Alternate and ex-officio members shall not vote.

Section 7:

The terms of office of the members appointed by the City Council of the City of Brenham and officers of this Board will be on the calendar year.

Section 8:

Professional staff members of the City of Brenham or Washington County assigned to work with this Board shall be non-voting ex-officio members of this Board.

ARTICLE V
OFFICERS

Section 1:

- A. The Chairperson shall be elected annually by the members of this Board and shall serve at the pleasure of the City Council of the City of Brenham and the Commissioners Court of Washington County. Resignation of the Chairperson from the Chairperson position shall be by letter to all other Board members. If the Chairperson resigns from the Chairperson position but continues to serve on this Board, the members of this Board shall elect a new Chairperson as soon as practicable.
- B. Resignation of the Chairperson from this Board shall be by letter to all other Board members, the Mayor of the City of Brenham, and the County Judge of Washington County. An unexpired term will be filled by vote of the City Council of the City of Brenham if the Board position was a City of Brenham appointment.

Section 2:

- A. The Chairperson of this Board shall preside at all meetings of this Board and shall perform such duties as may be assigned by this Board or by the City Council and the Commissioners Court. The Chairperson shall have the power to appoint subcommittees, as he/she deems necessary to achieve the objectives of this Board.
- B. In the absence of the Chairperson, Board members present shall elect a temporary presiding officer to serve as Chairperson during the meeting.

ARTICLE VI
COMMITTEES

Section 1:

The following Committees have been created for special purposes.

Grant Eligibility Committee: Biannually will review Post Event Reports and determine eligibility and priority of Tourism Grant requests based on state law requirements for the promotion of tourism as authorized by the Texas Tax Code, Chapters 351 and 352, in the manner

as each Chapter may be respectively applicable to the City or County, and present findings to Tourism Grant Funding Committee for consideration. The Committee will consist of five (5) members: two (2) Board members appointed by the Chairperson, the Director of Tourism & Marketing for Visit Brenham/Washington County DMO, the DMO Group Sales Manager, and the Tourism and Marketing Coordinator.

Tourism Grant Funding Committee: Biannually will review Tourism Grant requests and will make funding recommendations to the Washington County Commissioners Court. The five (5) members of this Committee will be appointed by Washington County Commissioners Court.

Texas Music Friendly Committee: this committee fills requirements of certification as a Texas Music Friendly Community.

Washington County Expo Committee: works with County staff to support work of facility within the tourism industry.

Section 2:

Other committees may be created by this Board for special purposes.

Section 3:

Other than the Grant Eligibility Committee and the Tourism Grant Funding Committee, Committee Chairpersons and members shall be approved by and appointed by the Chairperson of this Board, and City and County liaisons.

ARTICLE VII
SPECIAL SUBCOMMITTEES

Section 1:

Subcommittees may be created by this Board for special purposes.

Section 2:

Subcommittee Chairpersons and members shall be appointed by the Chairperson of this Board.

Section 3:

Subcommittees will automatically dissolve upon completion of their special work and submission of their report to the Board.

ARTICLE VIII
MEETINGS AND COMMUNICATION

Section 1:

This Board shall meet on call of the Chairperson or on call of a majority of the members of this Board.

Section 2:

The City Manager of the City of Brenham shall designate staff to record proceedings of the meeting and to prepare official minutes of the Board meeting. The designated City staff person is responsible for providing, via electronic delivery, written copies of the Board meeting minutes and any other necessary documents to the City Manager, County Judge and the County Tourism Liaison. The agenda shall be posted on the external bulletin board at the City Hall and on the bulletin board of the County Courthouse at least 72 hours prior to the meeting time. Meetings of this Board will be held in compliance with provisions of the Texas Open Meetings Act.

Written notice of the meeting and minutes of the last meeting will be delivered electronically to each member of this Board, the County Judge and the City Manager by the designated City staff person.

Section 3:

Emergency meetings to address matters of an urgent nature may be called provided each member is notified by telephone or by personal contact, provided notice is posted at least one (1) hour prior to the meeting time, and provided said meeting is held in compliance with the provisions of the Texas Open Meetings Act.

Section 4:

All meetings of this Board shall be open to the public, provided that the Board may meet in closed session during a meeting as authorized by the Texas Open Meetings Act.

ARTICLE IX
GOVERNMENTAL ENTITY FUNDING AND RESPONSIBILITIES (Attachment A)

Section 1:

The City of Brenham will manage, operate and fund the Visit Brenham/Washington County DMO and The Barnhill Center, with funds collected within the city limits of the City of Brenham. The DMO will present quarterly reports to the Tourism Advisory Board and will provide staff to record and distribute minutes, prepare agendas and post meetings.

Section 2:

Washington County will collect hotel occupancy taxes outside of the City of Brenham. The County will review and fund eligible projects at the Washington County Expo. The County will also fund County-wide Tourism Grant requests (including projects located within the City) and the County Treasurer will disburse funds for approved events/programs/projects.

ARTICLE X
QUORUM

Four (4) members of this Board present shall constitute a quorum. Any action taken by this Board shall be by simple majority vote of members present.

ARTICLE XI
RULES FOR PROCEDURE / STATUTORY REQUIREMENTS

Section 1:

Robert's Rules of Order shall govern on all matters of parliamentary procedures.

Section 2:

This Board shall be subject to any rules, regulations, acts or mandates placed on the City of Brenham or Washington County Commissioners Court by local, state or federal governments.

ARTICLE XII
AMENDMENTS TO BY-LAWS

These By-laws may be amended by approval of the City of Brenham City Council and the Washington County Commissioners Court. This Board may make recommendations for amendments to the by-laws by written request to the City of Brenham City Council and the Washington County Commissioners Court.

ARTICLE XIII
CONFLICTS

Section 1:

Members of this Board shall not use their position on this Board for a purpose that is or gives the appearance of being a conflict of interest. In the event that a Member becomes aware of a conflict of interest, or potential conflict of interest, with regard to any particular item being considered by the Board, the Director shall immediately bring the same to the attention of the presiding officer of the meeting and shall abstain from the consideration of and voting on the item, unless the Board determines that no conflict of interest exists.

Section 2:

In the event that a Board member is also a member of a group or event requesting funding from the Board, said Board member will recuse himself/herself from any recommendation or vote as it pertains to their group or event.

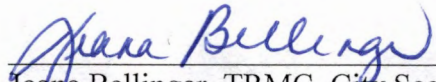
CERTIFICATION

These by-laws of the Tourism Advisory Board are hereby duly adopted by the City of Brenham, Texas, City Council on this 30 day of Aug, 2021




Milton Y. Tate, Jr.
Milton Y. Tate, Jr., Mayor
City of Brenham, Texas

ATTEST:




Jana Bellinger, TRMC, City Secretary
City of Brenham, Texas

These by-laws of the Tourism Advisory Board are hereby duly adopted by the Washington County Commissioners Court on this 10 day of August 2021



John Durrenberger, County Judge
Washington County, Texas

ATTEST:



Beth Rothermel, County Clerk
Washington County, Texas



POLICIES AND PROCEDURES FOR BOARDS AND COMMISSIONS

Effective January 1, 2022

SECTION 1. **PURPOSE AND SCOPE**

The purpose of this Policies and Procedures for Boards and Commissions document (“Policy”) is to establish uniform procedures for all advisory and other boards and commissions of the City. Board and commission members are appointed by the Brenham City Council (“Council”) and serve at the pleasure of Council and will not be granted special privileges because of their appointment. For the sake of brevity, the use of the term “board” throughout this Policy shall be interpreted to include the term “commission” except where the context requires otherwise.

This Policy applies to all persons appointed to boards and commissions by Council, unless otherwise provided herein or other applicable law. Persons appointed by other governmental bodies or entities may not be required to abide by all the rules outlined in this Policy.

SECTION 2. **MEMBER ELIGIBILITY**

Applicant qualifications include the following:

- Must be a resident of Washington County for at least one (1) year prior to the date of the appointment (unless specified otherwise in this policy);
- Must be a qualified voter in Washington County;
- May not apply to serve on the same board with any immediate family members;
- Members of City Council are not eligible to serve unless required by federal, state, or local laws and regulations, and
- City employees are not eligible to serve unless otherwise provided in this policy or required by federal, state, or local laws or regulations.

All qualified persons, applying for the first time, must complete an “Application for Appointment to City of Brenham Boards and Commissions” form and submit it to the City Secretary before October 1st. Current members wanting to be reappointed to their current board/commission must submit a “Request for Re-Appointment to City of Brenham Boards and Commissions” form to the City Secretary prior to October 1st. If a current member would like to be considered for appointment to a different board, he/she will need to submit the “Application for Appointment” form for the board or commission for which they would like to be considered.

Unless otherwise provided herein or other applicable law, members shall be appointed to terms of three (3) years and may be removed at any time by Council. Terms of office will be staggered. In the event a vacancy occurs prior to the expiration of a full term, the Council may appoint a new member to complete the unexpired term of the vacant position. Any member of a board or commission may be eligible for re-appointment by the Council unless such appointment is prohibited by the term limitation provisions set forth in Section 6 of this Policy.

In addition to the eligibility requirements outlined in this Policy, the City Council shall determine the specific skills and experience desired for each board. Also, in the event that other applicable law requires certain qualifications, those qualifications will be required.

SECTION 3. **RECRUITMENT**

Advertising of scheduled board vacancies for terms expiring on December 31st will begin on or near September 1st.

Advertisement for board volunteer recruitment may be conducted in a variety of ways including, but not limited to:

- posting of notice on official City bulletin board
- press releases
- utility billing inserts
- website advertisements
- social media resources
- nomination by invitation

SECTION 4. **APPLICATION PROCESS**

On or before September 1st of each year, the City Secretary will post information on the City's website and social media sites encouraging qualified people to fill out an application to serve. The City Secretary's office will mail and/or e-mail reappointment application forms to all current board members with an expiring term.

The "Request for Appointment" application will solicit information about the applicant's background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which they are applying. In addition to the completed application, applicants are encouraged to submit a short bio or resume. Persons may apply for more than one board.

A shorter "Request for Re-appointment" form will be used for incumbent board members seeking another term. Incumbents will also be required to submit their request to serve another term to the City Secretary's office.

All requests for appointment must be returned to the City Secretary no later than October 1st. Any applications received after the deadline may not be considered.

Applications are considered current for one (1) year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant will be required to submit a new application.

SECTION 5.
SELECTION PROCESS

The City Manager and City Secretary, along with a subcommittee of the Council, will review all submitted applications. Additional information that could be used in reviewing applications include information from the staff liaison, attendance records, and training records. The subcommittee may also consider past applications submitted by an applicant and previous experience on other boards.

In December, the Council subcommittee will make a recommendation of appointments to the full Council for consideration. In the event appointments are not made in December, all members with expiring terms will continue to serve until their successor is appointed by Council.

SECTION 6.
TERM OF OFFICE

Board members serve for three (3) year, staggered, terms unless a shorter term is required by law or is necessary to facilitate even staggering of terms among members of a board. All terms expire on December 31. In the event an appointment is not made prior to the expiration of a member's term the board member shall continue to serve until their successor is appointed by Council.

No board member shall be appointed to more than three (3) consecutive terms on any single board. After a minimum absence of one (1) year from a board, the Council may choose to reappoint the member back to the board on which they previously served. If a member is appointed to a term of less than three (3) years, the incomplete term will not be counted as a term for purposes of calculating eligibility under this Section. The term limit provisions of this Section shall not apply to members of board for which a term of less than three (3) years is required by a law that supersedes this policy.

The Council retains the right to replace any appointed member at any time and for any reason. Board members are appointed for a limited purpose and time, and once the assigned term of office is completed and Council has appointed their successor, they are excused from service on the board unless the Council selects them for another term of service in accordance with this Policy.

SECTION 7.
MID TERM APPOINTMENTS

Occasionally, a board member may be unable to finish his or her term or will be removed by the Council prior to his or her term ending. In such cases, the vacant position may be filled by a mid-term appointee who will serve out the remainder of the other member's term.

Instead of soliciting applicants for the vacancy, the Council subcommittee may refer to the previously submitted applications kept by the City Manager's Office. If there are no appropriate open applications for the vacant position(s), a new application solicitation campaign could take place in the same manner as the typical annual recruitment process.

SECTION 8.
NEW MEMBERS

After appointment by Council, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished with the contact information of the other members, as well as applicable information and regulations that govern that board.

Members of all boards shall complete board training within ninety (90) days of their appointment by Council. The training will include the Texas Open Meetings Act, basic Robert's Rules of Order, and applicable ethics training. The training course will be free to all attendees and will be conducted by the City Secretary. Board members must complete this training at least once every three (3) calendar years. A board member who does not comply with the training requirements may not be eligible for re-appointment.

Members of the Historic Preservation Board, Tourism Advisory Board, Planning and Zoning Commission and the Brenham Community Development Corporation Board will be required to complete additional training specific to the duties and responsibilities of these boards. This training will be selected by the City Manager and must be completed at least once every three (3) years.

Members of the Building and Standards Commission, the Planning and Zoning Commission, and the Board of Adjustments must complete and execute the written Statement of Appointed Officer and take the Oath of Office upon appointment. These members must sign the Oath and it must be notarized and kept in the City Secretary's Office. Persons authorized to administer the statement and the oath are the City Secretary, and any notary public.

SECTION 9.
GENERAL DUTIES AND RESPONSIBILITIES OF BOARDS AND COMMISSIONS

Most boards and commissions shall act in an advisory capacity and make recommendations to the Council on issues specific to each respective board's duties and responsibilities; however, actions taken by the Building Standards Commission, the Board of Adjustments, the Planning and Zoning Commission, and the Brenham Community Development Corporation are final, unless required by state law to be approved by the City Council.

No member of a board or commission shall become involved in the daily operation of the City or in personnel/employment matters. The general duties and responsibilities of each advisory board or commission is as follows:

Animal Services Advisory Board

The purpose and responsibility of the Animal Services Advisory Board shall include, but not be limited to, the following:

- To review and recommend procedures for the care and maintenance of the animal shelter facility and impounded animals to ensure compliance with state law, and
- To periodically review the City's animal control ordinances and make recommendations to Council for revisions as needed.

As mandated by State law, the Board must be comprised of one (1) licensed veterinarian, one (1) county or municipal official, one (1) person whose duties include the daily operation of an animal shelter; and one (1) representative from an animal welfare organization. This Board also has one (1) citizen representative.

Board of Adjustments

The Board of Adjustments hears and decides appeals where it is alleged there is error of law in any order, requirement, or decision made by the City's Zoning Administrator, including appeals alleging error in the interpretation of the classification of any zoning use, and hears and decides special exceptions and variances as provided for in the City's zoning ordinance.

The Board consists of five (5) members. The Board may have up to four (4) alternate members who serve in the absence of one or more regular members when requested to do so by the Staff Liaison.

Brenham Community Development Corporation

The Brenham Community Development Corporation (BCDC) promotes economic and community development within the city and on behalf of the city by developing, implementing, providing, and financing projects as defined in Section 4B of the Development Corporation Act (Article 5190.6 V.T.C.S.), currently codified in Chapter 501 et seq. of the Texas Local Government Code. The Board is operated according to state law and its own Articles of Incorporation and Bylaws.

Brenham Police Citizen Advisory Board

The Brenham Police Citizen Advisory Board (CAB) was created to act as a community resource for the Police Chief in the formation of strategies, development of community policing concepts and programs, to serve as an advisory body on certain police matters, fostering and enhancing public transparency and trust, and increasing public awareness.

Building Standards Commission

The Building Standards Commission hears and determines cases concerning alleged substandard buildings and structures. It also grants or denies requests for variances from the building code of the City of Brenham. The Board consist of five (5) members and each member must be a resident of the City.

Historic Preservation Board

The Brenham Historic Preservation Board was organized in 2021 and is charged with the responsibility of assuring that the integrity of designated Historic Landmarks and properties within the city's Historic Districts are protected.

The Board shall be composed of seven (7) voting members appointed by the City Council. A minimum of four (4) Board members shall be property owners within a Historic District, or an owner of a Historic Landmark. The other members should be appointed, to the extent possible, from the following categories: architect with historic preservation experience; planner; design professional; historian; licensed real estate broker; attorney; or member of a historic preservation society. All Board members shall have a known and demonstrated interest, competence, or knowledge of historic preservation.

Library Advisory Board

The Library Advisory Board plans for future development of the Nancy Carol Roberts Memorial Library which may include establishing, reviewing and updating policies; monitoring existing operations; making recommendations regarding fee schedules for services, and considering ways to better utilize library facilities.

The Board consists of nine (9) members. Five (5) members are nominated by the Brenham Fortnightly Club from its membership.

Main Street Board

The Main Street Board develops plans and programs to stimulate both historic preservation and economic vitality for downtown Brenham, according to the Texas Historical Commission's criteria for Main Street Communities.

The Board consists of eleven (11) members. The members shall be knowledgeable about downtown Brenham, marketing, financing, and historic preservation.

Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board assists in the planning and operation of the parks and recreations system and reviews and monitors existing operations and considers ways to better utilize existing facilities. The Board consists of nine (9) members with the majority of members being City residents.

Planning and Zoning Commission

As provided by the laws of the State of Texas and ordinances of the City of Brenham, the Planning and Zoning Commission approves or disapproves land subdivision plat or re-plats; vacates plats or re-plats; holds public hearings and makes recommendations to the Council relative to creation, amendment and implementation of zoning regulations, use classifications and districts; recommends to the Council plans, programs, policies related to future growth and development of the City; and performs other duties and responsibilities as may be referred to the Commission by the Council. The Commission consists of seven (7) members and each member must be a resident of the City.

Tourism Advisory Board

The Tourism Advisory Board was organized in 2021 to replace the Hotel Occupancy Tax Board. The Board's purpose and responsibility is to advise and support the Brenham/Washington County Destination Marketing Organization (DMO) and to advocate for the continued development of tourism and cultural assets.

The Board shall be composed of seven (7) voting members; all being residents of Washington County. Five (5) members shall be appointed by the City Council and two (2) members shall be designated by the Washington County Commissioners. The members designated by Washington County shall be (1) the Washington County Tourism Liaison; (2) a member of the Washington County Commissioners Court; or (3) the Washington County Expo Director.

SECTION 10. **ATTENDANCE AT MEETINGS**

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Any decision reached by any of these boards has an impact on the entire community. Therefore, if a quorum is not present because of habitual absenteeism by certain members, the integrity of the whole board is affected.

Therefore, it is imperative that members maintain regular attendance. Members who cannot attend a meeting should contact the chairman or staff liaison concerning his or her absence prior to the meeting.

Two (2) consecutive absences from a board's regular meeting, or absences from more than 25% of the board's meeting in a six (6) month period shall be deemed as neglect and may be cause for removal, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family. The City Secretary's Office shall track and report any excessive absences to the City Manager. The City Manager will review each situation and determine if the board member should be recommended to the Council subcommittee for removal.

SECTION 11. **ROLE OF STAFF LIAISON**

A staff member shall be assigned as a liaison to each board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions. The staff liaison will ensure that the board understands Council's goals and vision for the community. The staff member is an ex officio member of the board but is not entitled to vote or preside over meetings.

The staff liaison will act as a communication conduit between the Council subcommittee and the board. The liaison shall attend all meetings, of their respective board, on behalf of the City and present and discuss facts pertinent to matters listed on the agenda and being considered.

The staff liaison may arrange a meeting with all new members prior to their first meeting for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting.

At least once per year, in a regular meeting of City Council, the staff liaison or Chair for each board shall provide an update for Council regarding the activities of the Board.

SECTION 12. **CONFLICTS OF INTEREST**

Members of the Planning and Zoning Commission, Board of Adjustments, and Building Standards Commission shall comply with the requirements of Chapter 171 of the Texas Local Government Code and Article III, Sec. 6 of the Brenham City Charter with respect to conflicts of interest. It is the responsibility of each member of these boards to file a "Conflict of Interest" affidavit (Exhibit A) with the City Secretary's Office when a conflict exists because he or she has a substantial interest in a matter being considered by the board. Substantial interest means the individual:

- Owns 10% or more of the voting stock or shares of the business;
- Owns either 10% or more than \$15,000 of the fair market value of the business;
- Receives funds from the business that exceeds 10% of the person's gross annual income for the preceding year;
- Ownership in real property with a fair market value of \$2,500 or more, or
- Relative within the first degree of consanguinity or affinity has a substantial interest.

Advisory board members shall abstain from participation in a matter when a personal interest creates or gives the appearance of being a conflict of interest. However, if the majority of members of the same advisory board have similar conflicts of interest in the same matter under consideration by the board, such members are not required to abstain from participating or voting on the matter.

SECTION 13. **MEMBERSHIP ON MULTIPLE BOARDS**

If a member is serving on more than one board, the member, before discussing and/or voting on a decision that involves funding which impacts matters specific to another board's duties and responsibilities on which said member serves, shall verbally disclose his/her membership on any other board impacted by the funding decision to the other board members in attendance at the meeting. Said member may fully participate in the discussion and vote on the decision involving funding after disclosing his/her membership on any other board impacted by the funding decision.

SECTION 14.
CONDUCT OF MEETINGS

- A. Each Board shall, in its first meeting of the calendar year, elect a Chair and Vice-Chair to serve for a one (1) year term. The Chair of each board shall call the meeting to order and preside at the meetings. In the absence of the Chair, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent from a meeting, the members in attendance shall elect a member to serve as a presiding officer during the meeting.
- B. The Chair shall address the posted items on the agenda in any order he or she chooses as long as every item is addressed.
- C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion dies from a lack of a second.
- D. Roberts Rule of Order shall be used as a guideline to conduct meetings.
- E. All meetings will be held in compliance with the Open Meetings Act (“The Act”) and shall be open to the public, except for those items considered at a meeting which are authorized by the Act to be discussed in Executive Session. Items not on a properly posted meeting agenda may not be debated or discussed. The Chair or staff liaison shall have the authority to immediately adjourn the meeting without a vote if necessary to prevent violation of the Act.
- F. The conduct of board members reflects upon the full City Council; therefore, it is expected that board members conduct themselves in an orderly and civil manner during meetings. Board members shall not use aggressive or profane language, interrupt, or insult others, raise their voices, or in any other way detract from the professional decorum of a meeting. If a board member engages in inappropriate conduct that cannot be controlled by the Chair or staff liaison, the Chair or liaison may immediately adjourn the meeting without a vote. Any board member that acts in an inappropriate way in such that a meeting must be adjourned, said board member will be reported to the City Manager.

SECTION 15.
RECORDS OF MEETINGS

The City Secretary’s Office shall maintain the official record of all board and commission meetings, which will include:

- **AGENDA:** The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place readily accessible to the public. The agenda must also be posted on the City’s website. A copy of the agenda should also be made available to local news media. In the event a regularly scheduled meeting is cancelled, notices should be posted stating that the meeting has been cancelled.
- **AGENDA PACKET:** Copies of the agenda, along with all supporting documentation, shall be provided to each member in advance of the meeting date. This information shall also be made available in advance of the meeting on the City’s web site.

- **MINUTES OF MEETING:** The staff liaison will be responsible for keeping an accurate record of all proceedings. The minutes shall include a record of attendance, summary of the discussion, recommendations, and a record of the Board's voting. The minutes shall also be available on the City's website.

Approved by City Council: December 16, 2021 (R-21-036)



AGENDA ITEM 6

To: Tourism Advisory Board

From: Jennifer Eckermann, Director of Tourism & Marketing

Subject: Discuss and Consider Recommendations for Appointments to Committees

Date: January 18, 2022

The Chairperson of the Board and City and County liaisons will appoint committee chairs and members.

We will discuss any recommendations you may have for committee chairs and committee members at the Thursday meeting.



AGENDA ITEM 7

To: Tourism Advisory Board

From: Jennifer Eckermann, Director of Tourism & Marketing

Subject: Quarterly Report by Visit Brenham DMO Team

Date: January 18, 2022

The Visit Brenham Team will present a Quarterly Report with 2021 Highlights at the Thursday meeting.

Copies of the presentation will be available at the meeting.