



## CITY OF HUTTO, TEXAS BOARDS AND COMMISSIONS APPLICATION

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

All information provided in this application is public information pursuant to the Texas Public Information Act.

All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and to the Texas Public Information Act.

Name \_\_\_\_\_

Telephone Numbers (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Residential Address: \_\_\_\_\_

Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone \_\_\_\_\_

Do you live inside the city limits of Hutto?    Yes                      No

If yes, how many years \_\_\_\_\_

Are you a registered voter?                      Yes                      No

Voter Registration No. \_\_\_\_\_ (Required)

Have you graduated from Hutto Citizen's University?    Yes                      No

**I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMISSIONS:**

Please check the appropriate boxes. If applying for more than one Board or Commission, please rank your preference by number using No. 1 as your first choice. Please limit your selection to no more than three (3).

Economic Development Corporation

Ethics Review Commission

Building Standards Commission

Historic Preservation Commission

Diversity and Inclusion Commission

Parks and Recreation Advisory Board

Planning and Zoning Commission

Zoning Board of Adjustments

Library Advisory Board

TIRZ Board No. 1

TIRZ Board No. 2

- What is your occupation or area of expertise?
  
- Work experience applicable to the City Board or Commission to which you are applying.
  
- Have you attended a City Council meeting before?                      Yes                      No
- Have you attended a Board or Commission meeting for which you have applied?  
Yes                      No
- Do you have knowledge/training regarding the applied for Board or Commission?  
Yes                      No                      If yes, please list:
  
- List any experience that qualifies you to serve in the positions indicated.

- Do you have working knowledge in any of the following areas? Please check all that apply.

<input type="checkbox"/>	<u>Real Estate/Development</u>	<input type="checkbox"/>	<u>Banking/Finance</u>
<input type="checkbox"/>	<u>Manufacturing/Industrial Operations</u>	<input type="checkbox"/>	<u>Real Estate Management</u>
<input type="checkbox"/>	<u>Business Development</u>	<input type="checkbox"/>	<u>Promotions/Marketing</u>
<input type="checkbox"/>	<u>Law/Contract Administration</u>	<input type="checkbox"/>	<u>Business Management</u>
<input type="checkbox"/>	<u>Building/Construction</u>	<input type="checkbox"/>	<u>Other: _____</u>

- Do you currently serve on any other City Board or Commission at this time? If so, which Board or Commission?

- Do you have any business or personal relationship with the City of Hutto that would affect your ability to have impartial judgment in City Matters? Attach separate page, if necessary.

Yes                      No                      If yes, explain.

- What type of services do you feel the Board or Commission to which you have applied has brought to the community? Attach separate page if necessary.



- List any civic or community activities in which you have been involved.

- What is your Volunteer Experience?

I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Hutto, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statements included in my application and attached addendum, if any, are true and correct. I hereby affirm that I am aware of the requirements of the position and certify that I meet those requirements.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated.

Submit applications: City of Hutto  
Attn: Holly Nagy, City Secretary  
500 W. Live Oak Street  
Hutto, TX 78634  
(512) 759-4839 Office  
Holly.Nagy@huttotx.gov



The submittal and execution of the following Responsibilities of Board and Commission Members is a requirement of the application process.

### Responsibilities of Board and Commission Members

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
5. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendations.
6. Participate in continuing education opportunities offered by the City or related affiliate organizations.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
9. Council appointments to boards or commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

I acknowledge that I have read the responsibilities and work on the community's behalf to uphold them.

Signature \_\_\_\_\_

Date \_\_\_\_\_