

# MEMBER RESPONSIBILITIES

## RESPONSIBILITIES

Board & Commission members will be charged with the following:

- Attend all meetings
- Be prepared; review agenda packet prior to meeting
- Support your board chair and City staff
- Seek diversity in board makeup and activities
- Reflect a positive attitude and respect
- Volunteer for events

## QUALIFICATIONS

Board & Commission members must meet the qualifications outlined in order to serve:

- Be at least 18 years of age
- Residency is required for Building & Standards, Parks & Recreation, Planning & Zoning and Zoning Board of Adjustments
- Must not miss more than 3 meetings in a row
- Must be a qualified, registered voter

## advisory boards

### AIRPORT ADVISORY BOARD

This Board advises the Council on matters pertaining to the City airport facilities, layout, and appearance. And meets on the fourth Tuesday each month or as needed.

### ANIMAL CONTROL APPEALS BOARD & SHELTER ADVISORY COMMITTEE

This Board provides an appeals process for the denial or revocation of registration and to assist the animal control officer in compliance with the stated health and safety requirements for the shelter. They meet at least three times a year.



### LIBRARY ADVISORY BOARD

This Board meets the third Tuesday of each month and makes recommendations on library operations and helps ensure the Library meets the needs of the community.

### MAIN STREET ADVISORY BOARD



Members meet the third Wednesday of each month to carry out an annual action plan for implementation of a downtown revitalization program focused on design, historic preservation, promotion, organization and management, and economic

restructuring and development in the downtown district.

### MOODY MUSEUM ADVISORY BOARD

This eleven member board meets every other month and makes recommendations regarding the operation of the Moody Museum, the birthplace home of Governor Dan Moody located at 109 West 9th Street.

### PARKS & RECREATION ADVISORY BOARD

This eleven member board plus one student member meets the third Wednesday of each month to make recommendations to the Council regarding sports and recreational program and facilities to help ensure that they meet present and future needs.



### TREE ADVISORY BOARD

This seven member board meets quarterly to discuss beautification of the city through planting and maintenance of trees and assist staff with the annual Arbor Day event.

## commissions & other boards

### BUILDING & STANDARDS COMMISSION

This Commission meets only as needed to provide final interpretations concerning alleged violations of ordinance by upholding or overturning decisions made by building officials. Members must be knowledgeable with building, plumbing, mechanical, electrical and fire codes adopted by the city.

### CIVIL SERVICE COMMISSION

This Commission is a three member board appointed by the City Manager with Council confirmation. This board meets as needed and adopts rules regarding the hiring and promotion processes, the disciplinary process, maintenance of personnel files, and other subjects as defined by Civil Service Law.



### PLANNING & ZONING COMMISSION



The Commission is made up of 13 members and meets the second Tuesday of each month at 6 p.m. Duties include making decisions regarding platting or replatting of land into subdivisions within city limits and the ETJ of the city; they also make

recommendations to the Council regarding regulations of land use, building and business locations and zoning issues.

### TAYLOR EDC

The TEDC Board of Directors is a five member decision making board created to promote, assist, and enhance economic development activities for the City. Terms are for 3 years and the Board meets at 5 p.m. on the 3rd Wednesday of every month or as needed.



### TAYLOR HOUSING AUTHORITY

The THA Board is governed by state law and members are appointed by the Mayor. This Board meets one Thursday afternoon a month and establishes policy and reviews operations of subsidized housing in Taylor.

### ZONING BOARD OF ADJUSTMENTS

This five member board only meets when needed to hear and decide special exceptions to the zoning ordinance and rules on appeals.

# BOARDS & COMMISSIONS

- AIRPORT ADVISORY BOARD
- ANIMAL CONTROL APPEALS BOARD & SHELTER ADVISORY COMMITTEE
- BUILDING & STANDARDS COMMISSION
- CIVIL SERVICE COMMISSION
- LIBRARY ADVISORY BOARD
- MAIN STREET ADVISORY BOARD
- MOODY MUSEUM ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD
- PLANNING & ZONING COMMISSION
- TAYLOR ECONOMIC DEVELOPMENT CORP. BOARD
- TAYLOR HOUSING AUTHORITY
- TREE ADVISORY BOARD
- ZONING BOARD OF ADJUSTMENTS

## GETTING STARTED

Download an application from our website or use the one in the center of this booklet and mail to the address indicated. Applications are accepted all year long with most appointments being made in January of each year or as needed due to vacancies.

Feel free to attach any additional information, resumes, or special skills that may make you the perfect candidate for one of our boards. Applications are kept on file for two years.

These boards and commissions provide valuable input to the City Council on a variety of issues. Take advantage of this great opportunity for you to give back to your community and truly make a difference.

## CONTACT

Susan Brock, City Clerk  
susan.brock@taylortx.gov | 512-352-3676

## APPLICATIONS

Available for download at [www.taylortx.gov](http://www.taylortx.gov) or for pick up at 400 Porter St. in Taylor.

Return applications to contact listed above via email or through drop off at City Hall.



CITY OF TAYLOR

# BOARDS & COMMISSIONS

You can make a difference  
in the community!