



## Physical Address

5300 Belt Line Rd.  
Dallas, TX 75254

Ph: 972-450-7000  
M–F, 8am–5pm

## Mailing Address

P.O. Box 9010  
Addison, TX 75001



## Point of Contact

City Secretary Irma Parker  
972-450-7017  
[iparker@addisontx.gov](mailto:iparker@addisontx.gov)



## Appointment Timeline

Applications will be available in the fall for terms beginning January 1.

## Boards & Commissions Available to Serve On

- › Planning and Zoning Commission
- › Board of Zoning Adjustment
- › Census Complete Count Committee
- › Charter Review Commission

## Appointment Eligibility

- › Be a US Citizen
- › Be 18 years old on the first day of the term to be filled at the election
- › Not have been determined by a final judgment of a court exercising probate jurisdiction to be:
  - › Totally mentally incapacitated; or
  - › Partially mentally incapacitated without the right to vote.
- › Not have been convicted of a felony or pardoned
- › Resided continuously for 12 months in the city/district/ward or for six months immediately preceding the deadline for filing an application for a place on the ballot
- › Be a registered voter in the territory from which the office is elected as of the date of the filing deadline for a candidate's place on the ballot





## Physical & Mailing Address

Balch Springs City Hall  
13503 Alexander Road  
Balch Springs, TX 75181  
M–F, 8am–5pm



## Point of Contact

Cindy Gross, City Secretary  
972.286.4477, ext.210  
[contact form.](#)



## Appointment Timeline

Applications are accepted year round and will be kept on file under the next appointment process.

## Boards & Commissions Available to Serve On

- › 332 Trinity Tree Public Facilities Corporation
- › Balch Springs Housing Finance Corporation
- › Board of Adjustments
- › Building & Standards Commission
- › Charter Review Commission
- › Comprehensive Plan Advisory Committee
- › Economic Development Corporation - Type A
- › Economic Development Corp - Type B Information
- › Flood & Drainage Committee
- › Keep Balch Spring Beautiful Board
- › Library Board
- › Parks & Recreation Advisory Board
- › Planning & Zoning Commission
- › Tourism Advisory Board

## Appointment Eligibility

- › Board appointees must live within the city limits and must have been a resident for at least 12 months prior to an appointment.

## Application

- › Application is to be mailed in





## Physical Address

City of Carrollton  
1945 E. Jackson Road  
Carrollton, Texas 75006

M–F, 8am–5pm

## Mailing Address

P.O. Box 110535,  
Carrollton, Texas 75011-053



## Point of Contact

Laurie Garber, City Secretary  
972-466-3005  
[laurie.garber@cityofcarrollton.com](mailto:laurie.garber@cityofcarrollton.com)



## Appointment Timeline

Applications will be accepted by the City Secretary's Office 01/15/20–02/14/20, during City Hall's business hours (M–Th, 7:30am–5:30pm and Friday, 7:30am–11:30am). On the last day of filing (02/14/20) the City Secretary will be in the office to accept applications until 5:00pm. A Candidate Orientation will be held on 01/29/2020 in the City Council Briefing Room (2nd floor of City Hall) at 8:30am for residents interested in running for a seat in the May 2<sup>nd</sup>, 2020 Election.

## Boards & Commissions Available to Serve On

- › Capital Improvements Plan Advisory Committee (CIPAC)
- › Property Standards Board (PSB)
- › Neighborhood Advisory Commission
- › Planning & Zoning Commission
- › Tax Increment Reinvestment Zone No.1 (TIRZ)

## Appointment Eligibility

- › The candidate must be a qualified voter of the City of Carrollton
- › Must reside in the state of Texas for at least one year and in Carrollton or in an area within the corporate limits of Carrollton for at least 6 months.
- › Shall hold no other public office except that of a notary public or member of the National Guard or armed services.
- › Not in arrears in payment of any taxes or other liability due to the City.





## Physical Address

Cedar Hill Government Center  
Office of the City Secretary  
285 Uptown Boulevard,  
Cedar Hill, TX 75104.



## Point of Contact

City Secretary  
972.291.5100 Ext. 1011



## Appointment Timeline

The City Council appoints board members on an annual basis. Board members serve in an advisory role and/or in carrying out functions required by local and state laws. Most board appointments are for a 2-year term. To learn more about the various city advisory boards and their duties and responsibilities, please click [here](#).

## Application Process

- › Applications for 2020 board appointments will be accepted starting on Monday, May 11, 2020 and continue through Friday, June 12, 2020 at 5pm. Late applications will not be accepted. To apply, please complete the online application.
- › Applications by mail will also be accepted. Click [here](#) to download a .pdf copy of the board application. Complete and mail your application to: Cedar Hill Government Center, Office of the City Secretary, 285 Uptown Boulevard, Cedar Hill, TX 75104.

## City Council Interviews

- › Once the application period ends, the City Secretary's Office will begin contacting all new applicants to schedule a short interview with the City Council at a special called City Council meeting on Tuesday, June 30, 2020 at 6:30pm. Depending on the number of applications received, the City Council may also meet and conduct interviews on Wednesday, July 1, 2020 at 6:30pm.

## New Board Member Orientation

- › All newly appointed board members are required to attend new board member training and orientation. Please note the following dates for the new board member training and orientation are tentative and subject to change.
  - Part 1 - Thursday, July 23, 2020
  - Part 2 - Thursday, July 30, 2020
- › If you have any questions regarding the application process, please contact the City Secretary's Office at 972-291-5100 Ext. 1011.





## Physical & Mailing Address

City of Cockrell Hill  
4125 W Clarendon  
Cockrell Hill, TX 75211  
M–F, 8am–5pm



## Point of Contact

Bret Haney, City Administrator  
214.330.6333  
[bhaney@cockrell-hill.tx.us](mailto:bhaney@cockrell-hill.tx.us)



## Appointment Timeline

Please contact your City Secretary to receive more information regarding your eligibility status.

## Boards & Commissions Available to Serve On

- › Library Board
- › Planning and Zoning Commission

## Appointment Eligibility

- › Must be 18 years or older
- › A registered voter
- › Must live in Cockrell Hill





## Physical & Mailing Address

City of Combine  
123 Davis Rd., Combine, TX 75159  
M–F, 8am–5pm,  
closed for lunch: 12pm–1pm



## Point of Contact

City Secretary  
972-476-1532  
[city@combinetx.com](mailto:city@combinetx.com)



## Appointment Timeline

The term of office of regular and alternate members of the commission shall be for two years. Three regular members and one alternate member shall be appointed for two-year terms beginning on July 1st in even-numbered years and two regular members and one or more alternate members may be appointed for two-year terms beginning July 1st in odd-numbered years. In the event of a vacancy on the commission, the alternate member with the longest tenure shall, without further formal action, become a regular member until the expiration of the term of the office assumed by the alternate member. In the event of a vacancy in two offices, the alternate member with the longest tenure shall assume the office of the member with the longest remaining term of office. In the event of any vacancy on the commission, the City Council shall appoint new members to fill the vacant offices as soon as practicable to fill such vacancies for the remainder of the unexpired terms of office. Members of the commission may be removed from office by the City Council by majority vote.

## Boards & Commissions Available to Serve On

- › Planning and Zoning Committee (2 positions opening up in 2020)

## Appointment Eligibility

- › Must be a registered voter in the City of Combine
- › Must live within the city limit boundaries
- › Can not hold another paid, incompatible, or elected office position in the City of Combine.
- › Each term is two years





## Physical Address

255 E. Parkway Boulevard  
Coppell, Texas 75019

M–F, 8am–5pm

## Mailing Address

P.O. Box 9478  
Coppell, Texas 75019



## Point of Contact

City Secretary  
972.304.3668  
[citysec@coppelltx.gov](mailto:citysec@coppelltx.gov)



## Appointment Timeline

- › Student terms are one year, regular and alternate members have either a two or three year term.
- › The appointment process consists of an application, then City Council reviews the applications and selects the applicants that they wish to interview. The interview is typically around 10 minutes with 2 or more City Council members. From those interviews, Council makes appointments to the vacancies.

## Boards & Commissions Available to Serve On

- › There are currently no open positions for boards and commissions

## Appointment Eligibility

- › Must be a registered voter in the City of Coppell
- › Must be a Coppell resident for more than one year
- › Must be 18 years or older
- › Student members must be a Coppell resident, attend Coppell schools and be in grades 7-12



## Physical & Mailing Address

City Secretary's Office  
1500 Marilla St.  
Room 5 D Soutch  
Dallas, Texas 75201  
M-F, 8am-5pm



## Point of Contact

Information pending



## Appointment Timeline

After the nomination is received from the City Council, the City Secretary's Office conducts the background search in conjunction with other city departments. Checks will be conducted for Criminal History, Financial obligations (monies owed the city), Conflicts (contracts, associations, employment), Elections (candidate or treasurer), Lobbyist and Ethics. Once the background is complete the City Secretary's Office will list your name on the upcoming agenda. City Council will take official action and appoint a nominee to the board. Terms for board members last two years, they start on October first of an odd-numbered year and end on September 30th of the next odd-numbered year.

## Boards & Commissions Available to Serve On

- > To find vacant positions by board go [here](#). This report is updated every friday.

## Appointment Eligibility

- > To find a list of qualifications go [here](#)
- > You can find specific qualifications for each board/commission [here](#)





## Physical & Mailing Address

211 E. Pleasant Run Road  
Suite A  
Desoto, TX 75115  
M–F, 8am–5pm



## Point of Contact

Kisha Morris-Perkins, City Secretary  
972.230.9646  
[kmorris@desototexas.gov](mailto:kmorris@desototexas.gov)

Alicia Thomas,  
Assistant City Secretary  
972.230.9664  
[athomas@desototexas.gov](mailto:athomas@desototexas.gov)



## Appointment Timeline

- › Please contact City Secretary of Assistant City Secretary Directly

## Boards & Commissions Available to Serve On

- › To find receive notifications when there are available openings for board and commissions [click here](#) and register with your email.
- › Arts Commission
- › Building and Standards Commission
- › Civil Service Commission
- › DeSoto Economic Development Corporation
- › DeSoto, Texas Historical Foundation
- › Domestic Violence Advisory Commission
- › Keep DeSoto Beautiful Corporation
- › Library Board
- › Park Development Corporation
- › Planning and Zoning Commission
- › Tri-City Animal Shelter Board
- › Veterans Affairs Committee
- › Zoning Board of Adjustment

## Appointment Eligibility

- › Must be a resident of Desoto
- › Criminal background check
- › Must follow [attendance policy](#)





## Physical & Mailing Address

City Hall  
203 E Wheatland Rd  
Duncanville, TX 75116  
M-F, 8am-5pm



## Point of Contact

Kristin Downs, City Secretary  
[kdowns@duncanville.com](mailto:kdowns@duncanville.com)



## Appointment Timeline

- › Please contact City Secretary of Assistant City Secretary Directly

## Boards & Commissions Available to Serve On

- › City Planning & Zoning Commission
- › Neighborhood Vitality Commission
- › Tri-City Animal Shelter
- › Zoning Board of Adjustment
- › Parks & Recreation Advisory Board
- › Library Advisory Board
- › Sign Control Board
- › Duncanville Community & Economic Development Corporation (DCEDC)
- › Keep Duncanville Beautiful Board
- › Multicultural Social Engagement Partnership
- › Sister City Commission
- › Tax Increment Finance Reinvestment Zone Board
- › Civil Service (Term beginning October 1, 2019)

## Appointment Eligibility

- › Must be a resident of Desoto
- › Criminal background check
- › Must follow [attendance policy](#)

## Application

- › The online application can be found at the following [website](#). You can either return the application by email to [kdowns@duncanville.com](mailto:kdowns@duncanville.com) or to 203 E. Wheatland ROAD, Duncanville, TX 75116





## Physical & Mailing Address

1300 William Dodson Parkway  
Farmers Branch, TX 75234  
M–F, 8am–5pm

## Boards & Commissions Available to Serve On

- › Please contact your City Councilmember directly to see what appointments are available for you to serve on.



## Point of Contact

Amy Piukana, City Secretary  
972.919.2503  
[amy.piukana@farmersbranchtx.gov](mailto:amy.piukana@farmersbranchtx.gov)

Sara Egan, Assistant City Secretary  
972.919.2515  
[sara.egan@farmersbranchtx.gov](mailto:sara.egan@farmersbranchtx.gov)

## Appointment Eligibility

- › Must be a resident of Farmersville
- › Must be a registered voter
- › Criminal background check



## Appointment Timeline

- › Applications are accepted year round as vacancies occur with annual recruitment beginning in March and ending May 1st of every year. Some boards have term limits, and most terms expire on June 30th each year.





## Physical Address

200 S. Main St.  
Grapevine, TX 76051

## Mailing Address

P.O. Box 95104  
Grapevine, TX 76099



## Point of Contact

Holly Fimbres, TRMC  
Assistant City Secretary  
[hfimbres@grapevinetexas.gov](mailto:hfimbres@grapevinetexas.gov)  
817.410.3182



## Appointment Timeline

- › Applications Accepted Year-Round

## Boards & Commissions Available to Serve On

- › Applications for vacant positions were accepted during the spring. Council will make final appointments during the summer.

## Appointment Eligibility

- › No eligibility as it is seeing as they are no longer considering applications at this time.



# CITY OF GLENN HEIGHTS



## Physical Address

1938 S Hampton Road  
Glenn Heights, TX 75154

Ph: 972-223-1690  
M–F, 8am–5pm



## Point of Contact

City Secretary Brandi Brown,  
[brandi.brown@glennheightstx.gov](mailto:brandi.brown@glennheightstx.gov)  
972-223-1690, ext. 125



## Appointment Timeline

Applications accepted year-round

## Application

[Parks and Recreation Board Volunteer Application \(PDF\)](#)

[Planning and Zoning Commission Volunteer Application \(PDF\)](#)

[Zoning Board of Adjustment Volunteer Application \(PDF\)](#)

## Boards & Commissions Available to Serve On

- › 50th Anniversary Jubilee Ad Hoc Committee
- › Building & Standards Commission
- › Development Regulation Variance Board
- › Parks & Recreation Board
- › Planning & Zoning Commission
- › Zoning Board of Adjustment

## Appointment Eligibility

- › Be a US Citizen
- › Be 18 years old on the first day of the term to be filled at the election
- › Not have been determined by a final judgment of a court exercising probate jurisdiction to be:
  - › Totally mentally incapacitated; or
  - › Partially mentally incapacitated without the right to vote.
- › Not have been convicted of a felony or pardoned
- › Resided continuously for 12 months in the city/district/ward or for six months immediately preceding the deadline for filing an application for a place on the ballot
- › Be a registered voter in the territory from which the office is elected as of the date of the filing deadline for a candidate's place on the ballot
- › member. Terms are limited to two consecutive three-year terms. Any member who is absent from three consecutive regularly scheduled meetings is subject to removal. Citizens may only serve on one board or commission at the same time.

**REFLECT US**



## Physical Address

Grand Prairie Municipal Complex  
City Secretary  
300 West Main St.  
Grand Prairie, TX 75050  
M–F, 8am–5pm



## Point of Contact

City Secretary, Cathy DiMaggio  
972-237-8035  
Fax 972-237-8088  
[cdimaggi@gptx.org](mailto:cdimaggi@gptx.org)



## Appointment Timeline

Applications must be submitted  
by mid-June every year.

## Boards & Commissions Available to Serve On

- › Animal Shelter Advisory Committee
- › Building Advisory and Appeals Board
- › Civil Service Commission
- › Commission on Aging
- › Housing and Community Improvement Commission
- › Housing Finance Corporation
- › Keep Grand Prairie Beautiful Commission
- › Library Board
- › Park Board
- › Planning and Zoning Commission
- › Public Health Advisory Committee
- › Zoning Board of Adjustments and Appeals

## Appointment Eligibility

- › Each board may have specific requirements for members listed [HERE](#). With very few exceptions, members must be residents of the City of Grand Prairie. Selection Process Members of boards and commissions are appointed for three-year terms by a majority vote of the mayor and city council. Appointees are selected in July of each year and as vacancies occur. If the board has nine members, the mayor and each council member appoint one member. Terms are limited to two consecutive three-year terms. Any member who is absent from three consecutive regularly scheduled meetings is subject to removal. Citizens may only serve on one board or commission at the same time.





## Physical Address

4700 Drexel Dr.  
Highland Park, TX 75205



## Point of Contact

Town Secretary Gayle Kirby  
214.559.9457



## Appointment Timeline

Please contact your City Secretary to receive more information regarding your eligibility status.

## Boards & Commissions Available to Serve On

- › Board of Adjustment
- › Finance and Audit Advisory Committee
- › IMPACT Committee
- › Zoning Commission

## Appointment Eligibility

- › No eligibility seeing as they are not considering applications at this time.
- › All Boards & Commission (minus IMPACT Committee) seats are appointed by the Mayor and confirmed by the council.

### › IMPACT Committee Eligibility

Students must reside in the Town of Highland Park and be in the 9th, 10th, 11th, or 12th grade at the beginning of the upcoming academic year.

All applicants are required to interview with a selection panel comprised of Town Council and Town staff.

IMPACT members are expected to attend all group meetings and actively participate in all designated events.

IMPACT Committee Questions should be directed to Kathleen Stewart, Assistant Director of Town Services (214) 559-9353





## Physical Address

City Secretary's Office  
City of Hutchins  
321 N. Main St.  
PO Box 500  
Hutchins, TX 75141



## Point of Contact

Cynthia Olguin, City Secretary  
972.225.6121  
[colguin@cityofhutchins.org](mailto:colguin@cityofhutchins.org)



## Appointment Timeline

Information pending

## Boards & Commissions Available to Serve On

The City Council is currently seeking interested applicants for all boards and commissions. A separate application is required for each board you are interested in serving.

- › Building & Standards Commission
- › Economic Development Corporation
- › Library Advisory Board
- › Parks & Recreation Board
- › Planning & Zoning Commission
- › Tax Increment Financing Reinvestment Zone
- › Zoning Board of Adjustments

## Appointment Eligibility

- › Must be a registered voter in the City of Coppel.
- › Must be a Coppel resident for more than one year.
- › Must be 18 years or older.
- › Student members must be a Coppel resident, attend Coppel schools, and be in grades 7-12.

## Application

- › Deadline to submit applications is June 24, 2019. Applications may be mailed in or submitted to the City Secretary at [colguin@cityofhutchins.org](mailto:colguin@cityofhutchins.org). Applications received will be forwarded to the City Council for consideration and appointments for 2019 will be made at a Regular City Council Meeting in July.







## Physical Address

City Hall  
825 W. Irving Blvd.  
Irving, TX 75060  
972.721.2493  
Fax: 972.721.2384



## Point of Contact

Shanae Jennings, City Secretary



## Appointment Timeline

Please contact your City Secretary to receive more information regarding your eligibility status.

## Boards & Commissions Available to Serve On

- › Citizen Bond Task Force Committee
- › Complete Count Committee
- › Advisory Committee on Disabilities
- › Animal Services Advocacy Committee
- › Arts Board
- › Building and Standards Commission
- › Civil Service Commission
- › Convention and Visitors Bureau Board
- › Green Advisory Board
- › Housing and Human Services Board
- › Library Board
- › Museum Advisory Board
- › Parks and Recreation Board
- › Planning and Zoning Commission
- › TIF No. 1 Board
- › Youth Council
- › Zoning Board of Adjustments and Appeals

## Application

- › Irving residents who would like to volunteer for a city board or commission may submit an application online to the City Secretary's Office. The City Council makes appointments to all boards and commissions.





## Physical Address

City Hall  
825 W. Irving Blvd.  
Irving, TX 75060  
972.721.2493  
Fax: 972.721.2384



## Point of Contact

Point of Contact:  
City Secretary Sorangel "Angie"  
Arenas, [aarenas@lancaster-tx.com](mailto:aarenas@lancaster-tx.com)  
972-218-1311



## Appointment Timeline

The City Secretary's Office maintains a file of applicants interested in being considered by City Council for appointment as a board or commission member. Applications are solicited as often as necessary during the year to provide a pool of applicants. Appointments are generally made by the City Council in December of each year. Terms are effective immediately. Orientation and training are provided to appointees.

## Boards & Commissions Available to Serve On

- › Boards & Commissions Volunteers - The City Council appoints volunteers to numerous City Boards, Commissions, and Committees to serve fellow citizens and City Council in an advisory capacity and/or in carrying out functions required by city code and state statute. For more information, please reference Ordinance Number 2018-12-53.

## Application

- › Irving residents who would like to volunteer for a city board or commission may submit an application online to the City Secretary's Office. The City Council makes appointments to all boards and commissions.





## Physical Address

City of Lewisville  
151 West Church Street, Lewisville,  
TX 75057

## Mailing Address

PO Box 299002  
Lewisville, TX 7502



## Point of Contact

City Secretary, Julie Worster  
Contact [Here](#):  
972-219-3404



## Appointment Timeline

January 15, 2020–February 14, 2020  
File in person applications with City  
Secretary for City of Lewisville at 151  
West Church Street, Lewisville, Texas

## Appointment Eligibility

The mayor and each member of the city council, in addition to having such other qualifications as prescribed by law, shall be a qualified voter of the city; shall have resided for at least one (1) year immediately preceding his election within the corporate limits of the City of Lewisville, or shall have been a resident for at least one (1) year immediately preceding his election of any territory not formerly within the corporate limits of said city, but which has been annexed to the city under the provisions of section 1.03 of this charter; shall not be in arrears in the payment of any taxes or other liabilities due to the city; and shall not hold any other office or employment under the city government while he is a member of said council.



## Physical Address

Mesquite City Hall  
757 N. Galloway Ave.  
Mesquite, Texas 75149

Ph: 972-288-7711



## Point of Contact

City Secretary, Sonja Land  
[sland@cityofmesquite.com](mailto:sland@cityofmesquite.com)  
972-216-6244



## Appointment Timeline

- › The Lewisville City Council currently makes appointments to City boards, commissions and committees. Appointments are considered by the Council prior to June 30 of each year for expiring terms of office. In addition to these standing appointments, the Council may, from time to time, appoint individuals to fill interim terms created by current members who can no longer serve, and appoint special study committees. Applicants for boards/commissions/committees will be notified as appointments are being considered and the date and time that informal receptions and interviews will be held by the Council to meet and talk with individuals interested in serving. [Appointment Process](#)

## Appointment Eligibility

- › Persons interested in serving on a board or commission, which meets on a regular basis, are required to complete a Personal Data Form and attend at least one meeting of the board or commission on which they wish to serve. The chairperson of the board, or a city staff member, will acknowledge attendance on the Personal Data Form. The applicant will then forward the form to the City Secretary's Office, where it will be maintained on file and provided to the [City Council](#) as vacancies occur on the various boards or commissions.
- › This attendance prerequisite applies only to boards and commissions that meet on a regular basis. An additional form is required for service on the Historic Mesquite, Inc., Board of Directors ([Historic Mesquite Addendum](#)) and the Keep Mesquite Beautiful, Inc., Board of Directors ([Keep Mesquite Beautiful Addendum](#)).



**Physical Address:**

105 Cockrell Hill  
Ovilla, TX 75154

M-F, 8am-5pm

**Point of Contact:**

Glennell Miller, City Secretary  
[gmliller@cityofovilla.org](mailto:gmliller@cityofovilla.org)  
972-617-7262

**Appointment Timeline:**

Applications Accepted  
Year-Round

**Boards & Commissions****Available to Serve On:**

- › Planning and Zoning Commission
- › Zoning Board of Adjustment
- › Ovilla Economic Development Corporation
- › Municipal Development District
- › Applications for Citizen Boards and Commissions
- › Park Development and Improvement
- › Municipal Services Advisory Committee

**Appointment Eligibility:**

- › Be a resident of the city for at least 6 months prior to date of appointment
- › Be a qualified voter at the time of the appointment
- › Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction)
- › Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings)
- › Not to be an employee or a business associate of either and adversary party or a representative of an adversary party;
- › Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- › Have a creditable record of attendance and performance in any previous board service.





## Physical Address

411 W. Arapaho Rd.  
Richardson, TX 75080-4551  
972.744.4100

M-F, 8am-5pm

## Mailing Address

P.O. Box 830309  
Richardson, TX 75083



## Point of Contact

City Secretary Aimee Nemar,  
[AskRichardsonCitySecretary@cor.gov](#)  
972-744-4292



## Appointment Timeline

Applications Accepted  
Year-Round

## Boards & Commissions Available to Serve On

- › Zoning Board of Adjustment
- › City Plan Commission
- › Civil Service Board
- › Eisemann Center Foundation
- › Library Board
- › North Texas Municipal Water
- › District Broad
- › Parks and Recreation Commission
- › Animal Services Advisory Commission
- › Cultural Arts Commission
- › Building and Standards Commission
- › Richardson Improvement Corporation
- › Tax Increment Financing Reinvestment
- › Sign Control Board

## Appointment Eligibility

The City Charter prescribes the following qualifications for all board members:

- › Must be a qualified voter of the City of Richardson
- › A resident of the State of Texas for at least one (1) year
- › A resident of the City of Richardson for at least six (6) months
- › Hold no elected public office
- › Not be in arrears in taxes or other liabilities due to the City

## Code of Ethics

Additionally, all board members must adhere to the City's Code of Ethics which requires in part, that board members be independent, impartial, have no financial interest direct or indirect, in any contract with the City including the sale of any land, rights or interest in any land, materials, supplies, or service, in which the financial benefit shall include an ownership interest of more than ten (10) percent, compensation directly affected by the contract with the City, or participate in a vote or decision on any matter in which the officer has substantial interest.





## Physical Address

4000 Main Street  
Rowlett TX, 75088  
972.412.6100

M-F, 8am-5pm



## Point of Contact

City Secretary, Laura Hallmark



## Appointment Timeline

Applications are available via email or in the City Secretary's Office in the City Hall Municipal Center at 4000 Main Street. Youth members who wish to apply for advisory Boards and/or Commissions will be appointed as Junior Alternate Members and may participate as non-voting members. Youth applicants must be Rowlett citizens in the ninth, tenth, eleventh or twelfth grade. Junior Alternate Member applications (PDF) must be completed, printed and notarized. Completed applications can be dropped off at the City Secretary's Office, faxed to 972-412-6118 or [emailed](#) to the City Secretary's Office.

## Boards & Commissions Available to Serve On

- › Animal Shelter Advisory Board
- › Arts and Humanities Commission
- › Board of Adjustment
- › Community Investment Advisory Board
- › Economic Development Advisory Board
- › Golf Advisory Board
- › Library Advisory Board
- › Parks and Recreation Advisory Board
- › Planning and Zoning Commission
- › Rowlett Comprehensive Plan Steering Committee
- › Rowlett Diversity and Inclusion Commission
- › Rowlett Strategic Plan Steering Committee
- › Rowlett Youth Advisory Council
- › Senior Advisory Board
- › Tax Increment Reinvestment Zone Number Two
- › Tax Increment Reinvestment Zone Number Three

## Appointment Eligibility

- › No person may serve on any citizen board or commission unless that person is a legal resident of the City of Rowlett, unless otherwise provided by law. Failure to maintain this residency requirement at any time during a member's term of office will cause membership to be forfeited. This requirement shall not apply to the Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board.
- › No person may serve or remain on any citizen board or commission unless that individual is a registered voter of the City of Rowlett. This provision shall not apply to any Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board that are not Rowlett residents (see above) or to Junior Alternate Members under 18 years old.. Certain boards and commissions have very specific requirements for membership in regard to profession, expertise, etc. All appointments to boards and commissions having such requirements must be made in strict compliance with those requirements and members must continue to comply with all membership qualifications throughout their terms of office to avoid forfeiting membership. - 4 -
- › City Council Members shall not be eligible for membership on a board or commission unless specifically required by the ordinance or resolution establishing the board or commission or by provision of this [handbook](#).





## Physical Address

The City of Sachse  
3815 Sachse Road  
Sachse, TX 75048  
972.495.1212  
M–F, 8am–5pm



## Point of Contact

City Secretary, Michelle Lewis  
Sirianni, [mlewissirianni@cityofsachse.com](mailto:mlewissirianni@cityofsachse.com)  
[cityofsachse.com](http://cityofsachse.com)  
469-429-4771



## Appointment Timeline

Appointments are generally made by the City Council in November and applicants who were not appointed will be reconsidered as vacancies occur and applications will be maintained on file for one year.

## Boards & Commissions Available to Serve On

- › Animal Shelter Advisory Committee
- › Animal Shelter Board
- › Board of Adjustment
- › EDC Board of Directors
- › Library Board
- › Municipal Development District
- › Parks & Recreation Board
- › Planning & Zoning Commission
- › Tax Increment Financing Board One
- › Bond 2020 Committee

## Appointment Eligibility

- › [Policy on Board & Commission Member Appointment and Eligibility](#)

## Application

- › [PDF application](#)







## Physical Address

Seagoville City Hall  
702 North Highway 175  
Seagoville, TX 75159  
972.287.2050  
M–F, 8am–5pm



## Point of Contact

City Secretary Kandi Jackson,  
[kjackson@seagoville.us](mailto:kjackson@seagoville.us)  
972-287-6819



## Appointment Timeline

- › Applications accepted year-round.
- › Terms for Board members last for two years, ending in June of the designated year. Council normally appoints Board Members in June.

## Boards & Commissions Available to Serve On

- › Board of Adjustments
- › Economic Development Corporation
- › EMS Advisory Committee
- › Keep Seagoville Beautiful Commission
- › Library Board
- › Parks & Recreation Commission
- › Planning & Zoning Commission

## Appointment Eligibility

- › Must not be in arrears on City taxes, utility service charges or other obligations owed to the city and am not an adverse party to pending litigation against the City.
- › Agree to City performing a criminal history check on me prior to my appointment to a board or commission and I hereby grant my consent to the performance of said criminal history check.
- › I understand that if I am appointed to a board or commission, the Texas Public Information Act (Tex. Govt. Code sections 552.001, et seq.) may require the City of Seagoville to disclose personal information in its possession to members of the public who make written requests for such information unless a public access form is on file.
- › Some Commissions require you be a registered voter in the city of Seagoville.





## Physical Address

Town Hall  
127 Collins Road  
Sunnyvale, TX 75182  
972.226.7177  
M-F, 8am-5pm



## Point of Contact

City Secretary Rachel Ramsey,  
[rachel.ramsey@townofsunnyvale.org](mailto:rachel.ramsey@townofsunnyvale.org)  
972-226-7177



## Appointment Timeline

If you are interested in serving on a Board or Commission, please call the Town Secretary at 972.226.7177, or [email](#) her to obtain an application. All applications will be filed and reviewed by the Town Council at the time of appointments.

## Boards & Commissions Available to Serve On

- > 4B Development Corporation
- > Board Application
- > Board of Adjustment
- > Library Board
- > Planning & Zoning Commission

## Appointment Eligibility

- > Please contact your City Secretary to receive more information regarding your eligibility status.

## Application

- > [PDF application](#)





## Physical Address

3800 University Blvd. University  
Park TX, 75205  
M–F, 8am–5pm



## Point of Contact

For more information, contact  
City Secretary Christine Green  
at 214.987.5302 or by email at  
[city-secretary@uptexas.org](mailto:city-secretary@uptexas.org)



## Appointment Timeline

Applications accepted year-round

## Boards & Commissions Available to Serve On

- › Planning and Zoning Commission (P&Z)
- › Board of Adjustment (B.O.A)
- › Zoning and Development Advisory Committee (Z.A.D.A.C)
- › Development Review Committee (D.R.C)

## Application

- › Contact City Secretary for  
Z.A.D.A.C and D.R.C Application

## Appointment Eligibility

### Planning and Zoning Commission (P&Z)

- › A completed application
- › Two complete sets of project plans (24x36) and one complete set of project plans (11x17)
- › Electronic version of complete set of plans. Flash drive is acceptable. Content and type of plans will be determined by staff after preliminary project review
- › \$500 filing fee

### Board of Adjustment (B.O.A)

- › A completed application
- › Two complete sets of plans (24x36) and one complete set of plans (11x17)
- › Electronic version of complete set of plans. Flash drive is acceptable. Content and type of plans will be determined by staff after preliminary project review
- › \$500 filing fee





## Physical Address

City of Wilmer  
128 N Dallas Ave  
Wilmer, TX 75172  
972.441.6373  
M–F, 8am–5pm



## Point of Contact

City Secretary's office  
972.441.6373  
[mortiz@cityofwilmer.net](mailto:mortiz@cityofwilmer.net)



## Appointment Timeline

Applications accepted year-round

## Boards & Commissions Available to Serve On

- › Board of Adjustment – *The Wilmer City Council serves as the Board of Adjustment.*
- › Economic Community Development Corporation (Type B)
- › Economic Development Corporation (Type A)
- › Library Board
- › Parks and Recreation Board
- › Planning and Zoning Commission

## Appointment Eligibility

- › Please contact your City Secretary to receive more information regarding your eligibility status.





## Physical Address

300 Country Club Rd.  
Building 100 Wylie, TX 75098  
972.516.6000  
M-F, 8am-5pm



## Point of Contact

City Secretary Stephanie Storm,  
[stephanie.storm@wylietexas.gov](mailto:stephanie.storm@wylietexas.gov)  
972-516-6022



## Appointment Timeline

Applications accepted year-round.

## Boards & Commissions Available to Serve On

- > Animal Shelter Advisory Board
- > Board of Ethics
- > Construction Code Board
- > Historic Review Commission
- > Library Board
- > Parks and Recreation Board
- > Planning and Zoning Commission
- > Public Arts Advisory Board
- > Wylie Economic Development Corporation
- > Zoning Board of Adjustment

## Appointment Eligibility

- > [See Qualifications](#) for each specific Board/Commission





## Physical & Mailing Address

100 Town Plaza  
Ferris, TX 75125 / 972-750-2674  
M–F, 8am–5pm



## Point of Contact

Office of the Secretary  
100 Town Plaza, Ferris, TX 75125  
972-750-2674



## Appointment Timeline

- › January 15, 2020–February 14, 2020

## Boards & Commissions Available to Serve On

- › Please contact your City Councilmember directly to see what appointments are available for you to serve on.

## Appointment Eligibility

- › Be a United States citizen
- › Be 18 years of age upon the commencement of the term to be filled at the election
- › Have been a resident of Texas for at least 12 months as of the deadline for filing for the office
- › Have resided in the city for at least 6 months as of the deadline for filing for the office
- › Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities
- › Not have been found mentally incompetent by a final judgment of a court





## Physical & Mailing Address

200 N. Fifth Street Garland, TX  
75040 972-205-2404

M–F, 8am–5pm



## Point of Contact

200 N. Fifth Street  
Garland, TX 75040  
972-205-2404



## Appointment Timeline

- › 8AM, January 15, 2020–5PM, February 14, 2020
- › If you decide to run for office in your district, please schedule an appointment with the City Secretary to submit an application for a place on the ballot. Candidates are strongly encouraged to file early. There will be a new candidate orientation on Jan. 22 at 6:30 p.m. at City Hall, 200 N. Fifth Street, in the Austin State Room.

## Boards & Commissions Available to Serve On

- › Please contact your City Councilmember directly to see what appointments are available for you to serve on.

## Appointment Eligibility

- › See Texas Election Code Section 141.001, and the City of Garland Charter.
- › Be a United States citizen (TEC)
- › Be a qualified voter (City of Garland Charter)
- › Not been determined mentally incompetent by a final judgment of a court (TEC)
- › Not been finally convicted of a felony from which not pardoned (TEC)
- › Resided continuously in state for 12 months and City and District for 12 full months before the first allowed filing date for the election (TEC and City of Garland Charter)
- › Shall not be in arrears in the payment of Garland Municipal taxes, municipal utility charges or other lawful monetary obligation to the city.

