



BOARDS AND COMMISSIONS GUIDE

DALLAS COUNTY

City of Addison • City of Balch Springs • City of Carrollton • City of Cedar Hill
City of Cockrell Hill • City of Combine • City of Coppell • City of Dallas • City of Desoto
City of Duncanville • City of Farmers Branch • City of Grapevine • City of Highland Park
City of Hutchins • City of Irving • City of Lancaster • City of Lewisville • City of Mesquite
City of Ovilla • City of Richardson • City of Rowlett • City of Sachse

ABOUT REFLECTUS

Mission Statement

ReflectUS is a nonprofit, nonpartisan coalition of the nine leading women's representation organizations working to increase the number of women in office and achieve equal representation across the racial, ideological, ethnic, and geographic spectrum.

Organizational History

ReflectUS was formed in 2018 as a national, nonpartisan coalition of the nine leading women's representation organizations across the country to accelerate gender representation in political leadership. The organizations are: Asian Pacific American Institute for Congressional Studies (APAICS), Empowered Women, Higher Heights Leadership Fund, IGNITE National, LatinasRepresent, RepresentWomen, She Should Run, Vote Run Lead, and Women's Public Leadership Network (WPLN).

ReflectUS is the only Coalition bringing together women from across the political aisle into one network. Each Coalition member brings a unique set of expertise and experience to provide a holistic, broad-based approach to achieving greater gender representation in political leadership. With combined expertise, ReflectUS aims to have a government that reflects all of its people. The Coalition has already served over 150,000 women across the country and party lines, and is poised to serve so many more.

As a coalition, ReflectUS serves a diversity of races, socioeconomic backgrounds, political parties, and experiences. The ReflectUS Coalition alters the electoral and political landscape by training women on the frontline and advocating for institutional change. ReflectUS coordinates action across the nine organizations, ensuring effective collaboration and communication, tracks and measures the impact of collective initiatives, and secures funding to ensure that each organization and the Coalition as a whole have a stronger footing to meet its goals.

Coalition Members



REFLECTUS TEXAS

About

ReflectUS Texas is working with Dallas Kids First, [Jolt Initiative](#), Lone Star Parity, Mu Delta Alpha, and many more organizations to increase the number of women running for, getting elected, and being appointed to political office across the state. ReflectUS is eager to be working in Texas to help empower women in pursuit of political leadership roles. If you're interested in speaking with the Texas Program Manager about your experience as a candidate or any obstacles that might currently be preventing you from running please schedule time to speak with her here. If you'd like for ReflectUS to present to your organization about civic leadership, please contact Cecilia Silva, Texas Program Manager at cecilia@reflect.us.

Do you need help navigating the appointment process, filling out your application, or preparing for your interview? [Set up a time to meet with our team!](#) We'd love to help you as you navigate this new opportunity to serve your community.

Can't find a Guide for your County or City? Send us an email and let us know at info@reflect.us.



TABLE OF CONTENTS

- › City of Addison
- › City of Balch Springs
- › City of Carrollton
- › City of Cedar Hill
- › City of Cockrell Hill
- › City of Combine
- › City of Coppell
- › City of Dallas
- › City of Desoto
- › City of Duncanville
- › City of Farmers Branch
- › City of Grapevine
- › City of Grand Prairie
- › City of Highland Park
- › City of Hutchins
- › City of Irving
- › City of Lancaster
- › City of Lewisville
- › City of Mesquite
- › City of Ovilla
- › City of Richardson
- › City of Rowlett
- › City of Sachse
- › City of Seagoville
- › City of Sunnyvale
- › Town of University Park
- › City of Wilmer
- › City of Wylie





Physical Address

Town Hall
5300 Belt Line Road
Dallas, Texas
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



Appointment Timeline

Applications open in the Fall for
January 1st Appointments

Appointment Eligibility

Contact the City Secretary, City Councilperson, City Mayor
What are the age requirements?
What are the educational requirements, if any?
How long are the terms?
What vacancies do you currently have?
What does the appointment process look like?

Boards & Commissions Available to Serve On

- > Planning and Zoning Commission
- > Board of Zoning Committee
- > Special Projects Committees



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



Appointment Timeline

The City Council considers appointments to boards and commissions annually in October/November. However, applications are accepted year-round and considered for vacancies and other opportunities that arise during the year. Applications are typically due the first or second week of September, for fall appointments, and appointments are made at the first November council meeting.

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

- › Have been a resident of Texas for at least one year and of Carrollton for at least six months
- › Must be a qualified Carrollton voter at the time of appointment
- › Not have been convicted of a crime of moral turpitude
- › Not be an adversary party to pending litigation against the City, except for eminent domain proceedings
- › Have a creditable record of attendance and performance in any previous Board service
- › Must be 18 or older
- › No educational requirements
- › Terms are two years long and you may serve three consecutive terms on the same board if re-appointed by council





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

Boards & Commissions Available to Serve On

- › Library Board
- › Planning and Zoning Commission



Point of Contact

Bret Haney, City Administrator
214.330.6333
bhaney@cockrell-hill.tx.us

Appointment Eligibility

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



Appointment Timeline





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



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



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](#)

Application

- › The application process can be found at the following website, which will explain to you how to make an account and [apply online](#).



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

Alicia Thomas,
Assistant City Secretary
972.230.9664
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-5, 8-5



Point of Contact

Kristin Downs, City Secretary
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 or to 203 E. Wheatland ROAD, Duncanville, TX 75116





Physical & Mailing Address

1300 William Dodson Parkway
Farmers Branch, TX 75234
M-5, 8-5



Point of Contact

Amy Piukana, City Secretary
972.919.2503
amy.piukana@farmersbranchtx.gov

Sara Egan, Assistant City Secretary
972.919.2515
sara.egan@farmersbranchtx.gov



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.

Boards & Commissions Available to Serve On

- › Pending information

Appointment Eligibility

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





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
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.





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



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

N/a

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



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. 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

Information Pending

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

Shanae Jennings, City Secretary



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
P. O. Box 299002
Lewisville, TX 75029-9002
972.219.3413
Fax: 972.219.3412



Point of Contact

Information pending



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

Applicants must have resided in the City of Lewisville or Castle Hills for a year and be a registered voter.





Physical Address

City of Lewisville
P. O. Box 299002
Lewisville, TX 75029-9002
972.219.3413
Fax: 972.219.3412



Point of Contact

Shanae Jennings, City Secretary



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

**Appointment Timeline:**

Applications Accepted
Year-Round

**Point of Contact:**

Glennell Miller, City Secretary
gmliller@cityofovilla.org
972-617-7262

**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

Mail your completed form to Aimee
at P.O. Box 830309 Richardson, TX
75083 Nemer, City Secretary



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's Office
3815 Sachse Road, Building B,
Sachse TX 75048
469-429-4771
Fax 972-530-0426



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's Office
702 N. Hwy. 175
Seagoville, TX 75159
972.287.6819
Fax 972-287-3891



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

Town Secretary
972.226.7177
or [email](#) her



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

- › N/A

Application

- › [PDF application](#)



TOWN OF UNIVERSITY PARK

P&Z Application

B.O.A 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



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



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

- › N/A





Physical Address

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



Point of Contact

Email City Secretary's Office
972.516.6020.



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

