# Board & Commission Application

**Please Print or Type. PLEASE DO NOT SEND RESUME.**

**Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040**

Board or Commission of first, second, and third choice: (Utility Advisory Board has a separate application)

___ Board of Adjustment
___ Building and Fire Codes Board
___ Citizens Environmental and Neighborhood Advisory Committee
___ Community Multicultural Commission
___ Electrical Board
___ Garland Cultural Arts Commission
___ Garland Youth Council
___ Housing Standards Board
___ Library Board
___ Parks and Recreation Board
___ Plan Commission *
___ Plumbing and Mechanical Codes Board
___ Senior Citizens Advisory Committee

Full Name: _____

Home Address: _____ Bus. Address: _____

City, State, Zip: _____ City, State, Zip: _____

Home Phone: _____ Phone (Other): _____

Email Address: _____

Resident of Garland for _____ years Resident of Texas for _____ years

Are you a registered voter in Dallas County? ____Yes _____No

Voter Registration No. _____ Precinct No. _____ City Council District No.____

Have you ever been convicted of a felony? _____Yes _____No

Have you ever been convicted of a Class A misdemeanor? _____Yes _____No

Please list any experience that qualifies you to serve in the areas you have indicated.

If you have served on a City Board or Commission, please specify and list dates of service.

List civic or community endeavors with which you have been involved.

What is your educational background?

What is your occupational experience?

** Plan Commission members must own property within the city.*

I hereby affirm that all statements herein are true and correct. _____

*Signature of Applicant*

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## *FOR OFFICE USE ONLY*

| | | | Signatures |
|---|---|---|---|
| Ad Valorem Tax Status | Current____ | Past Due____ | _____ *Tax Clerk* |
| Status of Utility Accounts | Current____ | Past Due____ | _____ *Accounting Clerk* |
| Suit/Claim Filed in City Secretary's Office | Yes____ | No____ | _____ *City Secretary* |

Date Appointed _____
Appointed By _____
Date Notified _____
Date Disclosure Form Filed _____

*Revised 4/2008*

# Democracy In Action

The American democratic experience is built upon the foundation of concerned and caring citizens becoming actively involved in local government. Consistent with this principle, Garland's Charter provides for the City Council to utilize citizen volunteers to assist in carrying out the many functions of municipal government by serving on the City's Advisory Boards and Commissions. Please give serious consideration to becoming more involved in helping make Garland the best city possible by applying to serve on a board or commission of your choice. For further information, call 972-205-2403.

## Process For Selection

Board members are selected for two-year terms by the City Council in August. Terms are usually staggered whereby at least half of the membership has board experience.

All applicants and incumbents must submit a Board and Commission Application form by July 1. Members of some boards must possess certain technical skills as specified by ordinance. All board and commission members must file a Code of Ethics Disclosure Form with the City Secretary.

Applicants will be notified of acceptance by mail after their appointment. Because vacancies may arise during the year, all applications are kept on file for one year.

## Qualifications

The Garland Charter and Code of Ordinances establish certain qualifications that must be met by members of boards and commissions. In addition to special qualifications for service, a board member must:

- have been a resident of the state of Texas for one year and of Garland for six months prior to the date of appointment;
- be a qualified voter at time of appointment;
- not be in arrears on City taxes, utility service charges or other obligations owed the City;
- have not been convicted of a felony;
- have not been convicted of a Class A misdemeanor;
- not be an adversary party to pending litigation against the City.

## Boards and Commissions

### Board of Adjustment

- Consists of 9 members
- Meets 3rd Wednesday of every month
- Considers applications for variances to zoning ordinance regulation, hears appeals regarding determinations of the Zoning Administrator, and considers action concerning non-conforming uses

### Building and Fire Codes Board

- Consists of 9 members
- Meets on call
- Reviews proposed amendments to Building and Fire Codes and hears appeals on rulings of the Building Official or Fire Chief

### Citizens Environmental and Neighborhood Advisory Committee

- Consists of 9 members
- Meets 2nd Wednesday of each month
- Reviews, develops and recommends new and expanded projects to the City Council

### Community Multicultural Commission

- Consists of 13 members
- Meets 3rd Thursday of each month
- Researches issues and makes recommendations to Council concerning the City's changing demographic composition and diverse needs

### Electrical Board

- Consists of 9 members: 8 members specializing in electrical work and 1 lay person
- Meets on call
- Reviews proposed amendments to Electrical Codes, hears appeals on rulings of the Building Official, administers electrical exams to license electricians, and approves electrical contractors to operate in the city

### Garland Cultural Arts Commission

- Consists of 9 members
- Meets quarterly
- Advises on policies of the Arts Center, negotiates contracts for usage of Heritage Park, awards grants to arts groups, and promotes the arts in general

### Garland Youth Council

- Consists of 9 members; all high school juniors
- One-Year Terms
- Meets 1st Tuesday of every month
- Advises Council of wants and needs of Garland youth and acts as ambassadors for the City of Garland

### Housing Standards Board

- Consists of 9 members
- Meets 1st Thursday of each month if needed
- Reviews staff recommendations and issues orders requiring repair/demolition and/or civil penalties

### Library Board

- Consists of 9 members
- Meets 2nd Monday of every month
- Advises Council on library services and programs

### Parks and Recreation Board

- Consists of 9 members
- Meets 1st Wednesday of every month
- Advises on acquisitions, maintenance, operation and use of parks, playgrounds and open spaces

### Plan Commission

- Consists of 9 members
- Meets 2nd and 4th Monday each month
- Reviews rezoning applications, subdivision plats and site plans, and advises Council regarding comprehensive planning issues

### Plumbing and Mechanical Codes Board

- Consists of 9 members: 7 members specializing in the construction industry and 2 lay persons
- Meets on call
- Reviews proposed amendments to Plumbing and Mechanical Codes and hears appeals on rulings of the Building Official

### Senior Citizens Advisory Committee

- Consists of 9 members
- Meets 1st Thursday of each month
- Advises Council on senior citizen issues

### Utility Advisory Board

- Consists of 9 members
- Meets quarterly or at Council's request
- Reviews and makes recommendations to the City Council on various matters concerning the City's utility services