

General Responsibilities of Boards, Commissions, and Committees

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the City of Laredo Charter and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.
- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats that may require more technical or experience requirements on the subject, there are desirable characteristics for which the Councilmember will be looking as they review applications:

- Familiarity with Community

The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

- Familiarity with Major Issues

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.

Knowledge of the Board, Commission or Committee During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

- Commitment to Serve

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

- Relationship with the Community

As a member of a City board, committee or commission, your actions will reflect on the City of Laredo and you are required to relate to the community with impartiality and courtesy.

- Commitment to City Policy:

The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

Tips for Applying for a City Board, Commission, or Committee

Type or neatly print your application. Due to the quantity of applications the Councilmember must review, a neat application is appreciated

Answer all questions on the application. Councilmember reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application.

Attend one or two meetings of the board, committee or commission for which you are applying Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current or past member. Current members can share with you their experience, give you an estimate of the time commitment involved, and what they see as current and future issues.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Secretary can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website.

Review the Code of Ethics for Appointed and Elected Officials, available on the City's webpage or by request from the City Secretary's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

City of Laredo
Board or Commission Candidate Application

For manual submission fax to (956) 791.7491 or by email: vielmadistrictv@gmail.com

Last Name: _____ First Name: _____ Middle Name: _____

Personal Information

Home Address: _____
Laredo, Texas Zip: _____
Telephone: _____ Fax: _____
E-mail: _____
Laredo Resident for: ___ years / County: _____

Occupational Information

Employer Name: _____
Occupation: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
Business Owner? YES NO

Qualification Statement

By checking the buttons below I affirm that:

- I have been a resident of Laredo for the past consecutive 12 months;
- I am qualified to vote;
- I am not indebted to the City of Laredo;
- If appointed I will meet or exceed the minimum attendance requirements for my board; and
- I am aware of the City's Ethics Code

Please select a Board/Commission, provide qualifications/skills that you will contribute and the reasons you would like to join this board. If additional space is required a one-page resume or separate document may be attached with the application.

1st Choice: _____

Qualification: _____

2nd Choice: _____

Qualification: _____

3rd Choice: _____

Qualification: _____

Yes, I would be interested in serving on subcommittees that may be formed

Previous Board, Commission, Civic or Community, or Work Experience that might benefit the City. (A one-page resume or additional information can be attached and submitted with the completed application.)

Organization: _____ Location: _____ Years: _____

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Please list any special awards or recognition you have received:

Please state why you would like to become a member of this board, commission or Committee, including 3-5 specific objectives you would be working toward as a member of this body:

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Please list civic or charitable organizations to which you belong or have belonged:

Have you been an officer in any of these organizations? If so, please list position held and dates:

What special interests, skills and talents would you bring to this board, commission, or committee?

Conflict of Interest Definition

'Conflict of interest' is defined as applying

1. in accordance with the Code of Ethics, where a Board member stands to gain financially from any business dealings, information, programs or services of the organization, other than where

- a. The Board member falls into the class of people benefited by the organization and the financial gain is of a nature common to other beneficiaries, or
- b. The person is an employee of the organization, and the financial gain is of a nature common to other employees.

2. under the Code of Ethics,

- a. where the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs or services of the organization,
- b. where the person is an employee, agent or consultant of the organization,
- c. where a Board member or the ex-officio member of the Board has a role on the governing body of another organization, where the activities of that other body may be in direct conflict or competition with the activities of Organization.

Definitions Actual Conflict of Interest: Where there is a real conflict between a Board Member's duties or powers and existing private interests. An actual, perceived or potential situation in which a Board Member has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties or powers as a Board Member.

Material Personal Interests: a conflict of interest is considered to be material if a reasonable disinterested person would take it into account in exercising judgment of making a decision. A material personal interest is a Board Member's personal, professional or business interests or the personal, professional or business interests of individuals or groups with whom a Board Member is closely associated; that:

- are real and substantial, not theoretical, remote, contingent or otherwise insubstantial; and
- have, or appear to have, the capacity to influence the conduct of the board member. Material personal interests may include: Financial interests: those that involve an actual, perceived or potential financial loss or gain. Non-financial interests: those that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest, and includes; i) interests arising from a personal or family relationship, or involvement in employment, agent, consulting, social, cultural or sporting activities; and ii) other interests that may include a tendency toward favor, bias or prejudice resulting from personal involvement with any other person or group; and iii) situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, a Board Member's professional judgment.

Perceived Conflict of Interest Where a third party could reasonably form the view that a Board Member's material personal interests could conflict with their duties or powers as a Board Member, whether or not this is in fact the case.

Potential Conflict of Interest Where a Board Member has material personal interests that could reasonably be perceived to conflict with their duties or powers as a Board Member.

The City of Laredo places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the Board Member concerned and documented in the Board Conflicts of Interest Register form and minutes. A Board Member who believes another Board Member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Procedure 1. Members shall declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest: Checklist for the Chair.

2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board Member concerned shall leave the meeting as soon as that item comes up for discussion. The concerned Board Member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board Members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other Board Members present.

3. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected.

4. If a person alleges that another Board Member has a conflict of interest, whether existing or potential, and if the Board cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to the Ethics Committee. This Committee will make a recommendation to the Board as to what action shall be taken.

Identifying Conflicts of Interest: Board Members are responsible for carefully considering

their material personal interests and determining whether or not any such interests conflict, could reasonably be perceived to conflict, or have the potential to conflict with the duties or responsibilities associated with their position on the Board Committee and will be made aware of their obligation to:

- avoid conflicts of interest, where possible;
- report and manage conflicts of interests that cannot be avoided;
- complete a conflict of interest register each year which is based on the points below. The Register will be kept by the Board Secretary or other appointed officer. Circumstances which could result in an actual, perceived or potential conflict of interest include but are not limited to:

- Financial interests
- o When a Board Member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the City of Laredo
- *When a Board Member him or herself offers a professional service to the City of Laredo. When a Board Member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Board Member or the ex/officio member of the Board has a role on the governing body of another organization, where the activities of that other body may be in direct conflict or competition with the activities of the City of Laredo
- Personal and family relationships between Board Members
- Outside employment
- Multiple roles
- Public comment
- Acceptance of gifts and benefits
- Use of City of Laredo facilities and equipment
- Use of official information
- Personal beliefs
- Political participation
- Enmity towards or amity with another person or group or both.

Please answer correctly the following questions:

1. - Do you or any family member or business interest stand to gain financially from information, programs or services reviewed on this Committee / Board Yes No

2. - Are you associated or an agent, attorney, consultant with any organization/employment that may be deemed a conflict of interest

in performing your duties if appointed to this position? Yes No

If yes, please state name of organization/employment: _____

3. - City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises? [] Yes [] No

4. - Do you or a family member stand to gain personally or professionally from any insider knowledge gained at the board/committee? [] Yes [] No

5. - List any business or personal relationships with the City, which might be create a conflict of interest or affect your ability to serve: _____

I pledge to act in accordance to City of Laredo approved ethics code.

I pledge a commitment to make an earnest attempt to attend duly called meetings, so as to assure committee makes a quorum.

I pledge to represent and act independently of any undue, unethical, or potentially illegal influence from third-parties, included interest parties which could include private parties or city staff, representatives or agents.

I do not hold an elected office.

Signature: _____

The submission of this application will be treated as the applicant's representation of the information provided. Applications will remain on file for the duration of the appointment and may be available to the public upon request.