

Frequently Asked Questions For Boards, Commissions and Committees

1. Where can I find a list of all of the City Boards, Commissions and Committees?

The Office of the City Clerk hosts information for all boards on a webpage at the following link: <https://webapps2.sanantonio.gov/BoardComm/>. The list gives a brief description of each of the boards; a roster of the current board members; and the name and phone number of a staff liaison available to answer specific questions related to the board.

2. How do I apply for appointment to a City Board, Commission or Committee?

You can apply by going to the Office of the City Clerk webpage via the following link: <http://www.sanantonio.gov/clerk/boards/>. Once filled out, there is a submit button that should create an email and send the application to the Office of the City Clerk. **Please note**, because this is an e-form, if the application is printed before it is filled out, not all of the questions will appear.

3. What is the difference between a District Board appointment and an At-large Board appointment?

District Board appointments are made by a district Councilmember or the Mayor while the At-Large Board appointments are recommended by a city council committee. Both types of appointments must be approved by the full city council.

4. Why do I have to submit a new application for reappointment if none of the information on my application has changed?

The Boards and Commissions Guidelines for the City of San Antonio require applications for appointment and reappointment must be less than one (1) year old. This assures that the information on file is accurate. Electronic applications are available on the Office of the City Clerk webpage: <https://webapps2.sanantonio.gov/BoardComm/Vacancies.aspx>.

5. How long does it take to get appointed following the submission of an application?

The time varies with each board. For District Board Appointments the applications are sent to Council District Offices. After reviewing, the Councilmembers submit appointment memos directly to the Office of the City Clerk to fill a vacancy or reappoint a member. These appointments are sent to the City Attorney's Office and board liaison for review. The

appointment is placed on the next available City Council Agenda for approval by full City Council.

For At-Large Board Appointments, the applications are considered at the monthly City Council Committee meeting to which the board reports. The applications are sent to all Councilmembers for review. The City Council Committee conducts interviews of applicants and recommends selected applicants to place on the next available City Council Agenda for approval by full City Council.

6. How are board terms set-up? Are they staggered? Are there term limits?

Most board, commission, and committee terms coincide with the terms of the City Council. A few boards have staggered terms and term limits, but the majority does not. The board liaison for the specific board can provide detailed information.

7. I noticed on the webpage that many of the members on the rosters have terms that have expired. Can these members still attend meetings and vote on issues before the Board, Commission or Committee?

City of San Antonio Charter, Section 160 (<http://www.sanantonio.gov/clerk/charter/charter.aspx#ArtXII>) states that board members serve in a holdover capacity until reappointed or replaced.

8. Is there a limit to the number of boards a person can serve on?

The City boards, commissions and committees have no service limit, except if serving on the Ethics Review Board there is a limit of one (1).

9. How often do the Boards, Commissions or Committees meet?

The frequency varies, but most of the boards hold monthly meetings. The day and time are posted on the Office of the City Clerk webpage at this link: <https://webapps2.sanantonio.gov/BoardComm/default.aspx>. The board liaison is listed there and can be contacted to confirm dates and times.

10. Is there advertising for or recruiting of qualified volunteers to serve on Boards, Commissions and Committees?

Yes, as vacancies occur, the Office of the City Clerk webpage displays the vacancies for each board. An announcement is released through the Public Information Office (PIO) to local media outlets and organizations. It is posted on the Internet and displayed on City Channel 21 (TVSA). In addition, a list of vacancies by district is sent to each Councilmember on a monthly basis.

11. Is there training of newly appointed members to City Boards, Commissions, and Committees?

The *Municipal Leadership Institute (MLI)* is held by the Office of the City Clerk four (4) times annually. Any member seeking reappointment must attend MLI.

12. Are the board, commission, or committee members given any orientation regarding what is expected of them and their duties?

Every department assigns a liaison to work with the boards related to their departments. These liaisons set up the departmental orientation for the board members.

13. After an appointment is made, how will the newly appointed member be contacted?

Following the City Council meeting where appointments are made, a letter of appointment is sent from the Mayor. A Statement and Oath of Office and information regarding the filing of a **Financial Disclosure Report (FDR)** is enclosed. Additionally, the Office of the City Clerk emails each new board member, at the email address on file, with the same information. The board liaison for that board is given a copy of this information and then contacts the member regarding the departmental orientation and meeting schedule.

14. When can a newly appointed member begin to serve?

Following appointment by city council, a newly appointed or reappointed member must be sworn in and sign a Statement and Oath of Office before serving on the board.

15. What type of information is requested in a Financial Disclosure Report (FDR)?

The FDR asks questions that disclose information regarding possible business conflicts. These identified conflicts may result in the board member recusing themselves from participating in discussion of certain items.

16. When does a board member need to file a Financial Disclosure Report (FDR)?

Submission of the FDR is required 15 days after appointment and annually thereafter, by March 31st. Notification is sent to board members with dates required for submission.

17. What happens if a board member does not submit a Financial Disclosure Report (FDR)?

Failure to file a FDR is cause for automatic removal from the board. If removed, the member is ineligible to serve for one (1) calendar year from the date of removal.

18. I spoke before City Council on an issue, would this prevent my application from being considered?

No. Citizens are welcome to speak before the City Council on items they have registered to speak on.

19. If a board, commission, or committee would like to present a statement or request for action to City Council, how should they proceed?

Each board has a staff liaison assigned from the City department associated with that board. The members should work with the staff liaison to present items to the City Council through the appropriate City Council Committee.