

CITY OF DALHART

POLICY BOARDS, COMMISSIONS AND COMMITTEES June 2022

POLICY STATEMENT: The City of Dalhart City Council understands the importance of volunteers who work to improve the Dalhart community. These volunteers come in many forms such as the Fire Department and Firefighters who work so hard to keep us safe. Also important are the members of the Boards, Commissions and Committees who bring their unique technical knowledge, skills, energy and passion for Dalhart to other aspects of operations of the City that influence the quality of life and livability from many perspectives.

It is the commitment of the Dalhart City Council to effectively utilize and support those boards, commissions, and committees with whom we cannot successfully operate without, and in some cases, are required by law and have a specific composition.

POLICY GOALS: The goals of this Policy can be summarized as follows:

- ✓ To effectively use the tremendous talent in the Dalhart Community
- ✓ To encourage and develop new leadership for the future of the Dalhart Community
- ✓ To work towards transparency for all in the Dalhart community
- ✓ To actively encourage inclusivity for the future of the Dalhart Community

And while there may be additions to the list from time to time as determined by the City Council, the following is a list of the boards, commissions, and committees currently being utilized:

Planning and Zoning Adjustments and Appeals Electric Board
Plumbing Board Airport Advisory Board Building Codes
Cemetery Board Rita Blanca Lake Board
Hotel Occupancy Tax Board (HOT Board)

Dalhart Economic Development Corporation (Dalhart EDC)

A brief definition of the role and responsibilities of each of the boards, commissions and committees is attached.

To make volunteering as easy as possible, the City Council has established the follow guidelines for all boards, commissions and committees that have membership comprised solely of Dalhart residents and whose membership is determined solely by the City Council:

POLICY GUIDELINES:

1. The Boards, Commissions and Committees Policy will be included on the City’s website, on its’ own page along with supporting information. All announcements or call for applications concerning boards, commissions and committees shall be posted on the webpage as well as the City’s social media.
2. Vacancies on the boards, commission and committees will be brought to Council for consideration of appointments in May and September of each year. A call for volunteers will be published by the City Manager’s Office at least forty-five (45) days prior to Council consideration of vacancies.
3. Residents interested in serving on a board, commission or committee must submit a completed application to the City Secretary, copy attached. If there is no vacancy on the chosen board, commission or committee, the City Secretary will keep the application on file for consideration until such a vacancy occurs. The City Secretary will let the applicant know of status of

their application. The applicant may be asked to consider a vacancy on another board, commission or committee.

4. The Mayor, City Council and City Manager will work to encourage residents to consider volunteering with the City on a regular basis through news articles, community presentations and other means of sharing information.
5. To facilitate a residents' ability to participate, meeting of the boards, commissions and committees will be held after 5:30 in the evening. Due to community partnerships, this is applicable to only those boards, commissions and committees comprised solely of Dalhart residents and whose membership is determined solely by City Council. Every effort should be made to make serving as convenient as possible.
6. When appointed by the City Council, the applicant will be notified by the City Manager's Office. A meeting will be scheduled with the new member and the Staff support of the board, commission, or committee to orient the new member and share the work, the goals, meeting schedule and distribute appropriate materials. In some cases, training may be warranted, and Staff will work with the new member to provide the training.
7. The City Manager's office will organize an event once a year for the purpose of recognizing and thanking all volunteers of the City of Dalhart.