

BOARD AND COMMISSION GOVERNANCE AND BEST PRACTICES

Board and Commission General Operating Expectations:

- Board and Commission members are an extension of the Council and their conduct should reflect positively on the City and provide an appearance of good stewardship, honest dealings, and fairness.
- Participation on a McKinney Board or Commission is based on the goals and priorities of the City Council. Projects should be viewed as City of McKinney or community projects and not a project of a particular board.
- The role of the Boards and Commissions is to provide recommendations to the City Council regarding those items that fall under the purview of the respective Board or Commission.
- The Chairman serves as the President/Officer of the Board.
- Boards and Commissions should focus efforts on review and discussion of policy, budgets, strategic plans, and information necessary to make recommendations on projects that further the mission of the Board and advance the City's Goals and Priorities.
- The Executive Director/President is accountable to the Board or Commission (where Bylaws dictate) and holds responsibility to effectively utilize available staff to accomplish Board and Commission strategies/directives and oversee "operation" aspects of the projects.
- Board and Commission members should refrain from directing City and/or Board and Commission staff and refrain from engaging in the administrative function of the Board or Commission.
- A Board or Commission has official capacity to act and provide direction act in a decision making only when meeting as a "body" and not individually. **Note changes to be discussed with full Council regarding adding "in the decision making process."**
- To maintain the operation of responsible democratic government and the public's trust in open and transparent governance, Board and Commission members should avoid individual communication outside of posted meetings with any applicant or applicant's representative(s) unless charged to do so as an official subcommittee or upon specific directive of the Board or Commission. **Needs further discussion of the full Council. Post Work Session Discussion – Council member Day suggested wording to replace entire bullet to read: "Boards and Commission members shall operate in a responsible and transparent manner."**

Board and Commission member expectations:

- All Board members are to be familiar with the Texas Open Meetings Act. Anyone desiring additional Open Meetings Act information should contact the City Secretary.
- Each Board member should receive and familiarize themselves with any applicable State Statutes, current Board Bylaws and any organizational documents relevant to their Board service.

- Board and Commission members should be respectful of any consensus decision made by the Board and avoid undermining the process.
- Board and Commission members should be project or strategically focused.
- Any confidential information received by any Board or Commission member during the course of negotiations or during Executive Session should be respected and not shared outside of the meeting.
- Any Board or Commission member desiring to seek a legal opinion on any matter before the Board shall notify the Board Chair and City Council liaison (if assigned) prior to seeking a legal opinion.
- Board or Commission members wanting to place an item on a future agenda are to submit written support for placement from a second Board or Commission member and present the requested item to the Chair and Council Liaison (if assigned).
- By August 1 of each year, provide the City Council a report on the progress, challenges, and impact of the City's Goals and Priorities on their respective Board or Commission.

City Council's Annual Expectations:

- Establish Goals and Priorities for the Year.
- Communicate the established Goals and Priorities with the Boards and Commissions. Provide on-going communication between the City Council and the Boards and Commissions.
- Annually review the City of McKinney's Policy on Board Member Appointment and Eligibility.
- After October 1, hold an individual Joint Work Session with MEDC, MCDC, MADC, MCVB, and the Planning and Zoning Commission to discuss City's Goals and Priorities to aid in the budget process.
- City Council will continually work to identify qualified applicants for future service on the City's Boards and Commissions.
- Each year during the annual Board and Commission appointment process, the City Council will review all Board and Commission members. ***Needs further discussion of the full Council. Attendance should also be specifically stated within this bullet or a separate bullet.***
- Each year, the Mayor will provide an updated video that will include the current Council Goals and Priorities that will be circulated and presented to each Board or Commission.