

**City of West University Place**  
**Summary of Board and Commission Membership, Responsibilities, and Time Commitments**

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Each member of a board or commission is appointed by City Council and shall have a term of office with each term beginning on September 1 of each odd-numbered calendar year and extending through August 31 of the next following odd-numbered calendar year. Each member appointed shall serve for the specific term, or the unexpired portion of the specific position to which the member is appointed. **Regular and timely attendance is expected.**

A member shall serve after the expiration of a term of office until a successor is appointed. Membership requires members to act in an impartial manner and to avoid the appearance of impropriety. As such, members are not permitted to testify in front of a board or commission on which they serve and presentations by board or commission members to City Council must be authorized by the Board or Commission on which he or she serves.

- **Building and Standards Commission (BSC)** — Responsible for reviewing building codes and possible updates to those codes. Additionally, the Board reviews decisions of the Building Official, quasijudicial enforcement of health and safety ordinances and variance request for issues that do not comply with our City ordinances. On occasion the BSC will issue advisory opinions on any ordinances subject to its appellate or quasijudicial enforcement authority. The BSC consists of five regular members and 4 alternates and meets once a month, if needed, at 6:00 PM on the first Thursday of every month. It is typical for the BSC to meet 6 – 10 times per year for about 1 – 2 hours.
- **Zoning and Planning Commission (ZPC)** — Responsible for advising the City Council on amendments to the zoning and subdivision ordinances and plans for the physical development of the City, as well as reviewing certain subdivision plats and replats for approval. The ZPC consists of seven members who meet when it is necessary to do so. There is a regular meeting scheduled on the second Thursday of each month at 6:15 pm, which typically last between 1 – 2 hours, but may last longer if a public hearing is scheduled. When there are proposed zoning ordinance amendments, the ZPC will hold a joint public hearing with the City Council to hear comments regarding the amendments. The public hearings may occur once or twice per year during a council meeting and last about an hour and a half.
- **Zoning Board of Adjustment (ZBA)** — Responsible for hearing appeals from actions of the Administrative Official, reviewing requests for variances or special exceptions and interpreting the zoning ordinance. The ZBA consists of five members and four alternate members and meets the fourth Thursday of each month when an application has been submitted. The meetings begin at 6:30 PM and last approximately 2-3 hours. However, meetings may last longer if there is a contentious application or there are multiple applications at one meeting. The Board does not meet if an application has not been submitted.
- **Parks & Recreation Board (PRB)** — Responsible for advising the Parks and Recreation Director, or such other person as the City Manager may designate, and City Council on matters relating to parks and public recreation; as directed by the City Manager or the City Council, the PRB will generate studies and investigations of park facilities and the public recreation program and recommend to the City Manager or City Council plans for the improvement of such facilities and program; PRB consists of eleven members and majority of the members appointed and holding non-vacant positions is required for a quorum at each meeting. The PRB meets the first Wednesday of each month beginning at 6:30 PM, but occasionally special meetings are required. The PRB coordinates its activities with the fundraising activities of the Friends of West U Parks Fund, Inc., and one member of the FWUPF Board of Directors is a member of the PRB.

- **Friends of West University Parks Fund (FWUPF)** — (a non-profit, “501(c)(3)” corporation). Responsible for raising funds for City parks. The board meets the second Wednesday of each month at 11:30 AM. and the members are responsible for raising funds for parks and green spaces within the City of West University Place.
- **Senior Services Board (SSB)** — Responsible for studying the needs of senior citizens, assisting with service studies and plan development, and making recommendations to the City Council on senior citizen programs. SSB consists of 15 members and meets the second Thursday of each month at 2:00 PM. The staff liaison is the Parks and Recreation staff member (Senior Services Manager) or such other person as the City Manager designates, who has principal responsibility for senior citizen programs.
- **Recycling and Solid Waste Reduction Board (RSWRB)** — Serves in an advisory capacity to its Mayor and City Council, whose overall objective is to reduce solid waste in our community. The Board is responsible for studies and recommendations of recycling and solid waste and community education relating to recycling and solid waste, and to educate the West University and nearby communities concerning the benefits of conservation and recycling and to facilitate programs of conservation and recycling conducted by the City of West University Place. RSWRB consists of eleven members and meets the second Tuesday of each month at 6:00 PM. for an average of 1 – 2 hours. In addition to the monthly meetings, there are other events that require participation on Saturdays and other times, which usually require members to schedule 1 – 2 hours for those events. A chart of the RSWRB events is attached to this summary.

**If you are interested in serving on one of the City’s boards or commissions, please submit an application to City Secretary Thelma Gilliam, 3800 University Boulevard, West University Place, Texas 77005, fax to 713.662.5305, or email to [tgilliam@westutx.gov](mailto:tgilliam@westutx.gov).**

## RECYCLING AND SOLID WASTE REDUCTION BOARD EVENTS

<i>Month</i>	<i>Event</i>	<i>Hours</i>	<i>Responsibilities</i>
Monthly	New Neighbor Pack & Bin Deliveries	1 hr. / mo.	Contact new neighbors assigned to welcome and provide information and a recycling bin, if needed. Approximately 500 new residents are contacted, annually. This project is parceled out to various board members to contact 5-10 residents per month.
Quarterly	Article for City Newsletter	Varies	Board Members rotate preparation of quarterly articles for the <i>City Currents</i> publication on a topic related to recycling and/or conservation.
May and November (1 <sup>st</sup> Saturday)	Free Shredding Event	9am - 12pm	Share recycling information, answer questions and pass out helpful literature while cars wait in line.
Late January/early February	Door Hangers	8:30 - 10:30 am	Assist volunteers w distribution of door hangers to provide recycling information and updates.  <i>(This project is being modified to a more digital format.)</i>
Early to Mid-March	West U Little League Carnival	11 am - 3 pm	Staff recycling info booth that includes children's activities, such as crafts and games.
Late March / early April	Arbor Day	Varies 8 - 11am	Share recycling information and answer questions; participate in City event booth that may include children's activities, such as crafts and games.
July 4	Fourth of July Parade	8:15 am – 12 pm	Share recycling information and answer questions.
October, mid-month	West U Elementary School Carnival	11 am - 3 pm	Staff recycling info booth that includes children's activities, such as crafts and games.
Early December	Holiday Tree Lighting Ceremony	3 hrs.	Staff recycling info booth that includes children's activities, such as crafts and games.