



# Agenda Item Report

**Legislative Board:** City Council  
**Date:** December 16, 2025  
**Contact:** Alicia Ramirez, City Clerk  
**Agenda Item ID / Number:** 2025-552- / G.12

**ITEM TITLE:** Adoption of a Resolution amending the City of Buda Board Manual and Procedure Guidelines to establish the annual election of executive board members (City Clerk Alicia Ramirez)

## 1. EXECUTIVE SUMMARY

The City of Buda Board Manual and Procedure Guidelines are intended to standardize operations, clarify responsibilities, and promote effective communication between appointed boards, commissions, committees, and City Council. These guidelines apply to all advisory bodies established by the City Council.

The manual did not clearly provide for the annual election of executive officers. This amendment instructs all Boards & Commissions to elect their offices annually in January or at the first meeting of the year.

## 2. BACKGROUND/HISTORY

In June 2025, the City Council adopted Resolution #2025-R-30 establishing the Boards and Commission Manual and Guidelines creating a uniform operating manual establishing policies between board members, liaisons, and City staff.

This Board Manual addresses:

- Clear descriptions of member roles and responsibilities
- Guidance for meeting procedures and ethical conduct
- Defined roles for Chairs and City Liaisons
- Attendance, quorum, and training requirements
- A framework for communication with Council and staff

## 3. ANALYSIS

The resolution (attached) formally adopts the Board Manual and Procedure Guidelines (Exhibit A) regarding the election of executive officers.

## 4. FINANCIAL IMPACT

None.

## 5. STRATEGIC PLAN/GOALS

OTHER

## 6. STRATEGIC PLAN OBJECTIVES

Deliver City Services in a cost-effective and efficient manner.

## 7. PROS AND CONS

N/A

## 8. ALTERNATIVES

#### **9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION**

Staff seeks Council's recommendation to adopt or reject the resolution adopting the Board Manual and Procedure Guidelines as Exhibit A. Following adoption, staff will coordinate a training session for current board chairs and liaisons and ensure the manual is distributed to all members.

#### **Attachments:**

[Resolution - Annual Officer Election.pdf](#)