



CITY OF HORSESHOE BAY



Broadband Advisory Committee (BAC) Charter

Adopted by City Council June 16, 2020

Purpose

The Committee's role is to serve as an advisory body to the City Council for the purpose of exploring and recommending potential broadband service options to increase the availability of high-speed internet options in Horseshoe Bay. The Committee does not have the power to make final decisions or the power to adopt rules regarding public business.

Responsibilities

- To explore opportunities and make recommendations regarding potential broadband service options to increase the availability of high-speed internet options in Horseshoe Bay.
- To work with local, state and national internet providers to determine feasibility of new or improved internet infrastructure in Horseshoe Bay.
- To advise City Council on future planning for internet infrastructure in Horseshoe Bay in residential and commercial developments.
- To provide a report of the Committee's activities to City Council on a quarterly basis.

Qualifications of Applicants

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Committee members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.
- Be currently or previously employed or engaged in current and/or emerging technology fields related to internet services.

Ultimately, City Council will be mindful of the professional background of each current and potential member when making the final appointments.

Membership

- Committee members will be appointed by the City Council.
- There will be a maximum of six (6) members, including the Chair.
- The members will appoint a Chair, Vice Chair and Secretary. The Vice-Chair shall act in the place of the Chair when the Chair is absent. The Secretary shall take minutes of the meetings and arrange meeting dates, times and locations.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.
- Members shall continue to serve until such time as they resign, are removed, or the Committee is terminated.
- City Council will appoint a maximum of two (2) Council Members to serve as liaison(s) to the Committee.
- Members may be removed from office at any time by a simple majority vote of the City Council.

Meeting Schedule and Attendance

The Committee shall meet on a regular basis as determined by its members. Meetings shall be called by the Chair or at the request of two or more of the Committee members. Members shall attend meetings as necessary to complete required duties as specified by City Council and Committee members. The Committee meetings shall be open to the public.

Conduct of the Members

Members will act in a professional and confidential manner as representatives of the City. Each member will actively participate in deliberations, reviews and approvals. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fairness. Any member who has, or may have, a conflict of interest related to any item being considered by the committee must complete and submit a Conflict of Interest Affidavit to the City Secretary immediately, whether such interest is direct, indirect, financial or otherwise.
