

## Exhibit A

# Hill County Animal Control Advisory Board – Operating Guidelines

### 1. Purpose

These guidelines support the Order establishing the Hill County Animal Control Advisory Board (“Board”) and clarify internal procedures.

These guidelines do **not** grant authority beyond the County Order.

### 2. Meetings

- The Board shall meet at least **four times per year**.
- Special meetings may be called by the Chair or by written request of two members.
- All meetings must comply with the **Texas Open Meetings Act**.

### 3. Agenda Preparation

- The **Chair** prepares draft agendas.
- Members may request agenda items by submitting them to the Chair at least **7 days** prior.
- Public comment, if allowed, must be placed at the beginning or end of the agenda.

### 4. Background Checks and Eligibility

1. All applicants for membership on the Hill County Animal Control Advisory Board must consent to and successfully complete a criminal background check prior to appointment.
2. Applicants with a felony conviction or certain misdemeanor convictions may be deemed ineligible for appointment, as determined by the Commissioners Court.
3. Background checks shall be conducted in a manner consistent with applicable law.
4. Background check information shall be used solely for appointment decisions and handled in a confidential manner.
5. A member who is later convicted of a disqualifying offense may be removed from the Board by the Commissioners Court.

### 5. Chair Responsibilities

- Preside over meetings
- Ensure adherence to Open Meetings Act
- Sign all Board reports
- Serve as primary liaison to Commissioners Court

## **6. Member Responsibilities**

- Attend scheduled meetings
- Participate in study groups or research assignments
- Maintain civil, constructive discussion
- Disclose potential conflicts of interest

## **7. Reports to Commissioners Court**

The Board shall submit:

- A brief written summary after each meeting (optional), and
- **One annual report** each fiscal year containing:
  - issues reviewed,
  - recommendations (advisory only),
  - data or findings gathered,
  - minority/majority positions if applicable.

## **8. Public Interaction**

The Board shall not:

- make public statements representing County policy,
- issue press releases,
- respond to media inquiries without direction from the County Judge's Office.

## **9. Authority**

Nothing in these guidelines authorizes:

- expenditure of county funds,
- creation of county programs,
- creation or enforcement of laws,
- public commitments on behalf of Hill County.

## HILL COUNTY ADVISORY BOARD – APPLICATION FOR MEMBERSHIP

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Employer/Occupation:** \_\_\_\_\_

**Hill County Resident?**  Yes  No (Explain: \_\_\_\_\_)

**Why do you want to serve on this Board?**

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**Relevant Experience, Skills, or Community Involvement:**

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**Are you willing to attend quarterly meetings?**  Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit completed applications to:

**Office of the Hill County Judge**  
PO Box 457, Hillsboro, TX 76645  
Email: [Sbrassell@co.hill.tx.us](mailto:Sbrassell@co.hill.tx.us)