

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?

Relevant Experience, Skills, or Community Involvement:

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