

**RESOLUTION 2021001 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE POLICY ON ACCEPTING APPLICATIONS TO  
LEWISVILLE BOARDS AND COMMITTEES**

---

---

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the policy for the receipt of requests from citizens requesting appointment or reappointment to a Lewisville board or committee as stated in the policy attached herein.

**Adopted this the 14<sup>th</sup> day of January, 2021 by the Lewisville Town Council.**

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

\_\_\_\_\_  
Joyce C. McWilliams Walker, Town Clerk

**RESOLUTION 2021001 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE POLICY ON ACCEPTING APPLICATIONS TO  
LEWISVILLE BOARDS AND COMMITTEES**

---

---

**POLICY**

**Application process for boards and committees**

Any resident of the Town of Lewisville may request appointment to a committee or board at any time. With the exception of the Student Leadership Committee, applicants must be 18 years of age and have lived within the town limits for at least six (6) months. The application for appointment is on the Town of Lewisville's web site and may be filled out on-line.

Applicants must also submit a letter with the application with a brief biography and an explanation of why the applicant wishes to serve. An optional item that the applicant may wish to include is any experience that may be useful in serving on the board or committee.

Council may choose not to consider applications that do not include the above listed information.

Current committee or board members whose terms have expired may request reappointment to a board after three (3) years and to a committee after two (2) years, by providing the Town Clerk with notice of such request accompanied by an application.

In-cycle requests for reappointment and appointment to boards and committees must be received by the Town Clerk by the last Friday in January. New appointment requests will be scheduled for interviews during the month of February.

Out-of-cycle applications and requests for appointment must be received by the Town Clerk at least one (1) week prior to Council's monthly briefing on the first Thursday of the month in order to be considered at the next Council meeting on the second Thursday of the month. If received later than one (1) week prior to briefing, the application will be considered at the following month's Council meeting should the committee or board vacancy still be available; provided, however, this policy shall not prohibit nominations by council members at the meeting so long as no other council member objects.

Some committees do not have a limit on the number of residents who may participate. Some committees and all boards do have membership limit requirements.

For in-cycle vacancies on town boards and committees, the Town will advertise the vacancy prior to the briefing deadline for application by posting notice on bulletin boards at Shallowford Square and the G. Galloway Reynolds Community Center, Spectrum Channel 6, publication in the Town's January/February newsletter, on the Town's social media and any other distribution lists available. In addition, the Town shall endeavor to provide notice by additional means including, without limitation, announcements at Council, committee or board meetings. If no application for

**RESOLUTION 2021001 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE POLICY ON ACCEPTING APPLICATIONS TO  
LEWISVILLE BOARDS AND COMMITTEES**

---

---

appointment is received by the deadline set above, the Town will continue to advertise until an application for appointment is received. The application for appointment will be forwarded to Council at their next regularly scheduled briefing meeting and may be voted on at the next scheduled Council meeting.

With unanimous consent of the council, an application may be accepted beyond the deadline to be considered at the next regularly scheduled council meeting.

**Resolution 2005015 02-10-2005 - Establishing the Policy**  
**Resolution 2021001 01-14-2021 - Amending the Policy**