

PROPOSED POLICY OF THE WOODLANDS TOWNSHIP

**ARTICLE I
RESIGNING OR DECLINING OFFICE**

Section 1. If a Director desires to resign or to decline to serve, the Director must follow the procedure set out in Section 201.001 of the Texas Election Code or its successor statute then in force.

Section 2. When used in Section 201.001 et seq. of the Texas Election Code, the following terms shall have the following meanings:

(a) The “authority to act on a resignation or declination” means the Board of Directors of The Woodlands Township.

(b) The “presiding officer of the body” means the Chair of the Board of The Woodlands Township.

(c) The “clerk or secretary” means the General Manager of The Woodlands Township.

(d) “delivered” means mailed or hand delivered to the Chair of the Board or General Manager at 2801 Technology Forest Blvd., The Woodlands, Texas 77381 or emailed to the Chair of the Board at _____ or the General Manager at _____.

**ARTICLE II
VACANCY**

Section 1. Pursuant to Section 201.203 of the Texas Election Code, if a Director submits a resignation or declination, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the appropriate authority or on the eighth day after the date of its receipt by the authority, whichever is earlier.

Section 2. As used in Section 201.023 of the Texas Election Code, “accepted by the appropriate authority” means that the resignation or declination has been accepted by majority vote of those Directors, other than the Director who is resigning or declining, present at a properly called and noticed regular or special meeting of the Board of Directors.

**ARTICLE III
FILLING A VACANCY**

Section 1. The Board shall fill a vacancy by appointment; provided, however, that unless a vacancy would result in the lack of a quorum, if the remaining unexpired term of the Director who has resigned or declined is three (3) months or less, the Board will not fill the vacancy by appointment, but will instead await the results of the next Township election to fill the vacancy. This policy will not apply when the remaining unexpired term is longer than three (3) months.

Section 2. The Board shall appoint a candidate to fill the vacancy pursuant to the following procedure:

(a) Within ten (10) business days of the date the position is vacant, the Board shall publish notice of the vacancy (the “**Vacancy Notice**”) on the Township website, on the Township Facebook page and in at least one newspaper of general circulation in The Woodlands Township. The Vacancy Notice shall invite residents of The Woodlands to nominate candidates to fill the vacancy, shall state the Nomination Deadline established by the Board as required by Section 2(c) below and shall describe how nominations shall be made and submitted as set out in Section 2(b) below. The term “**business day**” as used in this Section 2 shall mean any day other than a Saturday, Sunday or a Texas state holiday.

(b) The Board will establish a portal on the Township website where nominations may be submitted. Nominations may also be submitted by email or hand delivery to the Chair of the Board or the General Manager at the offices of the Township at 2801 Technology Forest Blvd., The Woodlands, Texas 7738.

(c) The Board will establish a deadline for the receipt of nominations (the “**Nomination Deadline**”) which must be no sooner than fifteen (15) business days from the date the Vacancy Notice is published on the Township website.

(d) Each Director may nominate one (1) candidate to fill the vacancy. An individual who satisfies the criteria for serving on the Board may nominate him or herself as a candidate. Each resident of The Woodlands may nominate one (1) candidate.

(e) Each candidate shall complete the Application for Appointment attached hereto as **Exhibit A** and deliver the executed and notarized original to the General Manager no later than five (5) business days after the Nomination Deadline. A candidate who does not timely submit a completed, executed and notarized Application for Appointment shall be deemed to have withdrawn his or her name from consideration and shall not be appointed by the Board to fill the vacancy. Each candidate who timely completes and executes an Application for Appointment shall be referred to herein as a “**Qualified Candidate**”.

(f) Residents of The Woodlands and Directors are encouraged, but not required, to submit to the General Manager letters of recommendation on behalf of one or more of the candidates.

(g) At the regular public meeting of the Board which occurs at least ten (10) business days after the Nomination Deadline, the Board shall hold a public hearing at which time the Qualified Candidates may make a statement not to exceed three (3) minutes regarding their qualifications and desire to fill the vacancy and may be questioned by Directors. Residents shall be allowed three (3) minutes each to comment on the Qualified Candidates. Residents may not question the Qualified Candidates. The Directors may discuss the relative strengths and weaknesses of each of the Qualified Candidates.

(h) At the conclusion of the public hearing, upon motion made and seconded, a majority of the Directors present at the meeting shall appoint one of the Qualified Candidates to

fill the vacancy. In the event no Qualified Candidate receives a majority of votes, the Board will continue its deliberations and hold additional votes until an identified candidate receives a majority vote of the Directors present at the meeting.

(i) The appointed Director will be required to execute a bond, take an oath of office in the same manner as duly elected Directors and shall be sworn in at the conclusion of the vote or at the next special or regular meeting of the Board.

(j) All records of discussions or deliberations of the Board will be retained by the Township and are considered public records. All Board meetings shall be held pursuant to the requirements of the Texas Open Meetings Act except that no meeting shall be closed to the public.

EXHIBIT A

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR APPOINTMENT					
FULL NAME (First, Middle, Last)					
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (if available)	OCCUPATION (Do not leave blank)		DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER (Optional) ²	
TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN			
		IN STATE		IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³	
		____ year (s) ____ month(s)	____ year (s) ____ month(s)	____ year (s) ____ month(s)	____ year (s) ____ month(s)
<p>Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:</p> <p>"I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.</p> <p>I further swear that the foregoing statements included in my application are in all things true and correct."</p> <p style="text-align: center;">X _____</p> <p style="text-align: right;">SIGNATURE OF CANDIDATE</p>					
<p>Sworn to and subscribed before me at _____, this the ____ day of _____, _____.</p> <p style="text-align: right;">SEAL</p>					
Signature of Officer Administering Oath ⁴			Title of Officer Administering Oath		
<p>TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD: (See Section 1.007)</p> <p style="text-align: center;">Date Received _____ Signature of Secretary _____</p>					
<p>Voter Registration Status Verified <input type="checkbox"/></p>					

APPLICATION FOR APPOINTMENT
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Please answer each of the following questions and attached additional pages if your answers cannot be completed in the space provided below.

A. Please describe your educational history. In your answer include high schools and colleges attended, years of attendance, fields of study and degrees received.

B. Are you licensed in the State of Texas to practice medicine, law, engineering or any other profession which requires a license ? Please describe each license, state when first obtained and state if you currently have the license and are in good standing.

C. Have you ever served on the board of directors or equivalent management group of a "not for profit" or "for profit" corporation, limited liability company, partnership or religious organization? If so, please list each entity and the time period of your service.

D. Have you ever worked for a city or county? If so, please list each such city or county, the periods of your employment and your job titles.

E. Please describe why you want to serve on the Township Board of Directors and what particular skills or talents will you bring to the Board?