



VERONICA ESCOBAR

El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Historical Commission Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the appropriate entity.

If you have any further questions please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Veronica Escobar", is written over a light blue horizontal line.

Veronica Escobar
El Paso County Judge

500 E. San Antonio, Suite 301, El Paso, TX 79901

Phone: 915-546-2098 · Fax: 915-543-3888 · countyjudge@epcounty.com · www.epcounty.com

EL PASO COUNTY HISTORICAL COMMISSION BOARD

Board Overview

The El Paso County Historical Commission has a statutory responsibility to initiate and conduct programs suggested by Commissioners Court. Additionally, the Commission is charged with preserving the County's heritage for the education, economy, and enjoyment of future generations.

Seats

The commissioner's court is responsible for appointing its board in January of odd-numbered years. Once the board is appointed in January in odd-numbered years, this action creates the number of seats for the board for that two year term period. If any of these seats are vacated for any reason, a new member can be appointed to fill the vacancy. However, additional seats will not be added during the term. Interested individuals should contact the chair of the Historical Commission to get involved and participate in sub-committees until board seats become available.

Term

Two Year terms with no limit.

Meeting Time

Every 2nd Monday of the month.

Submit Application & Background Investigation to the
El Paso County Human Resources Department at:

500 E. Overland

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: humanresources@epcounty.com

Board Liaison:

Lynn Sanchez, Law Librarian

The Honorable Robert J. Galvan Law Library

Phone: (915) 546-2245

EL PASO COUNTY HISTORICAL COMMISSION BOARD BYLAWS

ARTICLE I

Section 1: The name of this commission is:
El Paso County Historical Commission

Section 2: The purpose of this Commission shall be to initiate such programs and activities as necessary to preserve the historical heritage of El Paso County, thus promoting heritage and cultural tourism throughout the entire El Paso County.

Section 3: The address of the Commission shall be that of the current County Historical Commission Chair.

ARTICLE II MEMBERSHIP AND MEETINGS

Section 1: The Commission shall consist of a minimum of seven members appointed by the County Judge and County Commissioners Court during January of odd numbered years. Additional appointments may be made at any time, as needed, to fill vacancies or resignations. The Nominations Sub Committee shall provide a list of qualified members to Commissioners Court to supplement the Courts' nominees during the month of November in the previous year.

Section 2: A member missing two meetings in any calendar year without an excused absence or members that are not active are subject to removal at the discretion of the chairman and with the approval of a majority of the commissioners at the regularly scheduled meeting.

Section 3: Membership shall vary in sex, age, race, experience and residence to provide a balanced representation of El Paso County residents.

Section 4: Meetings of the Commission shall be held on the second Monday of the month, with the exception of the summer months when the Commission may, by vote, elect not to hold meetings. Special meetings may be held on call of the Chairman, at such times and places as he/she designates.

Section 5: Reasonable notice by any means shall be given Commissioners of a meeting at least 72 hours preceding the time of the meeting. If a Commissioner cannot be personally advised of a meeting, notice thereof shall be given to an occupant of his/her residence or mailed by pre-paid postcard or letter to his/her residence.

Section 6: All meetings shall be open to the public. Notice of a meeting shall be posted at the County Court House at least 72 hours prior to the scheduled time of the meeting. In case of an emergency or urgent public necessity, which shall be expressed in the notice, it is sufficient if the notice is posted two hours before the meeting is to commence.

Section 7: Forty per cent (40%) if the Commissioners shall constitute a quorum for the transaction of business at any meeting of the Commission. No vote may be cast by proxy. The Chairman shall be entitled to vote. In the event of an emergency request, an e mail vote may be requested.

Section 8: Presidents of historic organizations and other individuals with similar interests and expertise may become members of the Historical Alliance Committee.

Section 9: The Secretary shall keep a copy of the minutes of all the meetings of the Commission in a suitable location as designated by the Chairman and will provide said files to his/her successor.

ARTICLE III OFFICERS

Section 1: The officers shall be a Chairman, a Vice Chairman, Secretary and a Treasurer. Officers shall hold office from January of each year to the following December.

Section 2: Officers shall be elected from among the members of the Commission at a regularly scheduled meeting in January of each year called for such a purpose. Vacancies shall be filled by election for the unexpired term from among the members of the Commission.

Section 3: Officers except as may otherwise be provided herein, will perform the duties normally assigned their office by recognized rules of parliamentary procedure.

ARTICLE IV MISCELLANEOUS

Section 1: All contracts must be approved by the Commission and submitted to the County Commissioners Court for formal acceptance and funding. Should the Commission elect to carry a bank account, all checks for payment or money must be signed by either the Chairman or the Treasurer. All project expenditures above \$100.00 (one hundred dollars) must have the approval of the majority of the Commission through secret ballot.

Section 2: The Chairman, with the approval of the Commission shall appoint such committees from time to time as may be required. A person not a member of the Commission may be appointed to a committee to serve in an advisory capacity.

Section 3: The Commission shall issue a quarterly report of its activities and recommendations simultaneously to the County Commissioners Court and an annual report to the Texas Historical Commission before the end of each calendar year and may make as many other reports and recommendations as it sees fit.

Section 4: Roberts Rules of Order shall apply in all matters not provided for in these By-Laws and with regard to parliamentary procedure.

ARTICLE V

These By-Laws may be amended by a two-thirds vote of the members of the Commission at any meeting provided that an amendment proposed must be made known to such members prior to the meeting at which same is to be voted on.

These By-Laws were duly adopted by the members of the El Paso County Historical Commission on the 12th Day of June, 2007 in substitution for the By-Laws duly adopted by the members of the El Paso County Historical Commission the 10th day of April, 1978.



COUNTY OF EL PASO

Application for Boards, Commissions, and Committees

Name: _____ Voting Precinct: _____

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

Home Address: _____
STREET CITY STATE ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Length of Residency in El Paso County: _____ (Years/Months)

Place of Employment: _____

Business Address: _____
STREET CITY STATE ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Do you have property in El Paso County under your name? _____ (Yes) _____ (No)

Are your property taxes currently paid? _____ (Yes) _____ (No) If not, please give a brief explanation:

Are you aware of any matter that could be considered a conflict that should be disclosed before you are considered for appointment?

If so, please describe the matter.

Signature: _____

Date: _____

Application should be submitted to:

El Paso County Human Resource Department
ATTN: County Boards
500 E. Overland
El Paso, Texas 79901
Ph. (915) 546-2218 Fax (915) 546-8126



**BACKGROUND INVESTIGATION
AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION**

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except _____.

I, _____, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signature of Applicant