



**FARMERS BRANCH**  
TEXAS

# Subcommittee Information and Review Discussion

Board Appointment Workshop | June 30, 2026

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# Background

- The use of subcommittees has been a longstanding practice and has supported a variety of Council priorities, including special projects, community programs, and events. The Events Subcommittee was established through City Council action utilizing the City's board and Commission framework.
- Subcommittees were created with the intention of allowing for more resident involvement regarding projects they may be interested in, without the long-term commitment of serving a full term.
- Some subcommittees include resident volunteers who provide subject matter expertise, assist with planning, and support project implementation, while other subcommittees include board members only.
- Subcommittees regularly report their activities and recommendations to the full board or committee for discussion and consideration.

# Subcommittee Process

## 1 Boards and/or Commissions

- Board as a whole determines if subcommittee is needed for a project.
- Discussion item placed on Agenda declaring a subcommittee is being created for Project "X".
- Board as a whole nominates board members to serve as board subcommittee members (Subcommittee should be less than a quorum).

## 2 Adding Participants to Subcommittee for Project "X"

- Board members are the subcommittee.
- Board subcommittee members will recruit volunteers to participate on the subcommittee through known expressed interest from participant, or applications received via City website.
- No limit on number of participants.

## 3

## Subcommittee Meetings

- Board subcommittee members will setup meeting and contact participants.
- No agenda is required when board subcommittee members are meeting in numbers less than quorum.
- Meetings can be held at City facilities during normal working hours, or other off-site locations can be used.
- Number of meetings required will be determined by board subcommittee members.

## 4

## Reports from Subcommittee

- Board subcommittee members will report back to the Board as a whole findings from the subcommittee meetings.
- Item placed on agenda to receive board subcommittee members report for Project "X".
- Participants of the subcommittee may attend regular board meeting, open to the public.

# What Other Cities are Doing

## Town of Addison

- City council appoints all subcommittees
- Recruitment efforts are made for applications
- Meeting agendas are posted for subcommittee meetings.

## City of Coppell

- Subcommittees are not allowed.

## City of Carrollton

- Subcommittees are created by the board/commission for various projects
- No more than four (4) board members can serve on subcommittee as to not create a quorum
- No agendas are posted for subcommittee meetings
- Report back to the board of their findings.

# Existing Subcommittees

## Sustainability Committee

- Water Conservation Efforts

## Historical Preservation & Restoration Board

- Farmers Branch Keenan Cemetery\*
  - Flags on Memorial Day and July 4<sup>th</sup>
  - Wreaths in December

## Senior Advisory Board

- Memorial Plaque Dedications
- Renovation
  - Ensuring checklist items related to Branch Connection are completed. This subcommittee will dissolve soon.
- Social Series\*
  - Events hosted by Senior Advisory Board (i.e., game night)
- Veterans Day event\*

## Arts & Culture Committee

- Artist Outreach
- Arts in Public Spaces
- Festivals and Contests\*

## Parks & Recreation Board

- Bird City
  - Working to obtain Bird City designation through Texas Parks and Wildlife

\* These subcommittees have resident volunteers participating. The remaining subcommittees are existing board members only.

# QUESTIONS OR DISCUSSION



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