



**City of Highland Village
Annual Board/Commission Training Workshop
Highland Village City Council Chambers
1000 Highland Village Road
Highland Village, Texas 75077
Monday, November 4, 2019
6:30 PM**

1. Welcome members in attendance from the Board of Ethics, Animal Shelter Advisory Committee, Highland Village Community Development Corporation, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment.
2. Workshop presentation by City Attorney regarding duties and obligations as member of a Highland Village board or commission; laws, ordinances, and policies governing such membership; and other related topics including, but not limited to:
 - Open Meetings Act
 - Public Information Act
 - City Code of Ethics
 - Conduct of Meetings
 - Taking of Meeting Minutes and Contents
3. Questions and Answer Session regarding Workshop topics.
4. Adjournment.
5. Notice is hereby given that a quorum of one or more of the following boards and commissions of the City of Highland Village may be in attendance at this Workshop: Board of Ethics, Animal Shelter Advisory Committee, Highland Village Community Development Corporation, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment. No action will be taken on any matter or topic discussed in this Workshop.

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 25TH DAY OF OCTOBER, 2019 NOT LATER THAN 5:00 P.M.

Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 899-5400 for additional information.

Removed from posting on the _____ day of _____, 2019 at _____ am/pm by _____.