



CITY OF CORPUS CHRISTI **BOARDS AND COMMISSIONS** **MEMBER TRAINING**

Welcome and Thank You!

You provide a vital link between citizens and the City Council and serving the City in this capacity provides an excellent opportunity for you to make a difference in our community. Thank you very much for your commitment.

The City could not function without the outstanding advice, expertise, and time you will provide. Your role is important to help keep our City government dynamic, responsive and accountable.

The City of Corpus Christi is pleased to provide this training for new board members and commissioners to complete their required training.

By clicking yes, I attest that I have watched the training video.

This packet will allow you to access your training in a variety of ways for your convenience. You will be able to click on the embedded hyperlinks or scan a QR Code to view each video. We recommend completing this training using a computer with working audio. However, it is possible to use a mobile device.

Please be sure to complete each form and watch each video prior to progressing to the next section.

If you have any questions about the training, please email ccboards@cctexas.com or call 361-826-3105.

Section 1: Welcome from the Mayor

1. Select an option to view the training video

- a. **Link to Watch Video:** <https://www.youtube.com/watch?v=9tD4yJKKky8>
- b. **QR Code to Watch Video (Scan me!):**



2. Select an option to complete your training attestation.

- a. **Link to Attestation for Section 1:** <https://forms.office.com/g/UxkKSjeUx8>
- b. **QR Code to complete Attestation for Section 1:**



Section 2: Role of the Advisory Board

1. Select an option to view the training video

- a. **YouTube Link to Watch Video:**
<https://youtu.be/ndcbIpMhAZ4?si=NGU7eMAL2WOI6eov>
- b. **QR Code to Watch Video (Scan me!):**



2. Select an option to complete your training attestation.

- a. **Link to Attestation for Section 2:**
<https://forms.office.com/g/Hf6Bzt5y5c>

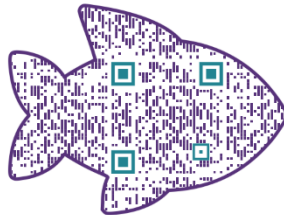
- b. QR Code to complete Attestation for Section 2:



Section 3: Code of Ethics & Conflicts of Interest

1. Select an option to view the training video

- a. YouTube Link to Watch Video: <https://www.youtube.com/watch?v=Ju7uKePccJE>
b. QR Code to Watch Video (Scan me!):



2. Select an option to complete your training attestation.

- a. Link to Attestation for Section 3:
<https://forms.office.com/g/G9vR3yRcgz>
b. QR Code to complete Attestation for Section 3:



Section 4: Role of City Council, Staff, and Council-Manager Form of Government

1. Select an option to view the training video

- a. YouTube Link to Watch Video: https://youtu.be/a_MWtzpc6y8
b. QR Code to Watch Video (Scan me!):

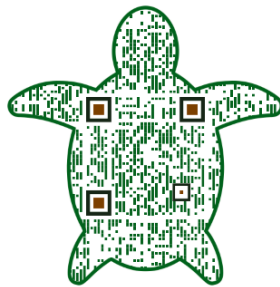


2. **Select an option to complete your training attestation.**
 - a. **Link to Attestation for Section 4:**
<https://forms.office.com/g/GhPTjVw4Af>
 - b. **QR Code to complete Attestation for Section 4:**



Section 5: Parliamentary Procedure

1. **Select an option to view the training video**
 - a. **YouTube Link to Watch Video:** <https://www.youtube.com/watch?v=ILZhgA89avE>
 - b. **QR Code to Watch Video (Scan me!):**



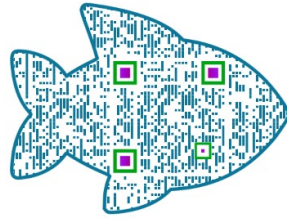
2. **Select an option to complete your training attestation.**
 - a. **Link to Attestation for Section 5:**
<https://forms.office.com/g/3nY5V9cCcw>
 - b. **QR Code to complete Attestation for Section 5:**



Section 6: Eligibility & Meeting Attendance

1. **Select an option to view the training video**
 - a. **YouTube Link to Watch Video:** <https://www.youtube.com/watch?v=SkGGUY1maf8>

- b. QR Code to Watch Video (Scan me!):



2. Select an option to complete your training attestation.

- a. Link to Attestation for Section 6:

<https://forms.office.com/g/Fdcp7HPib8>

- b. QR Code to complete Attestation for Section 6:



Section 7: Procedures for Conducting a Meeting

1. Select an option to view the training video

- a. YouTube Link to Watch Video: <https://youtu.be/YHm2maJtFIY?si=mij1Mw0IUAS3gzfc>

- b. QR Code to Watch Video (Scan me!):



2. Select an option to complete your training attestation.

- a. Link to Attestation for Section 7:

<https://forms.office.com/g/PS8iZmMWEr>

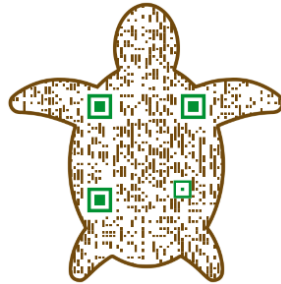
- b. QR Code to complete Attestation for Section 7:



Section 8: Open Meetings Act and Public Information Act Overview

1. Select an option to view the training video

- a. **YouTube Link to Watch Video:** <https://www.youtube.com/watch?v=GFpQEWh9eic>
- b. **QR Code to Watch Video (Scan me!):**



2. Select an option to complete your training attestation.

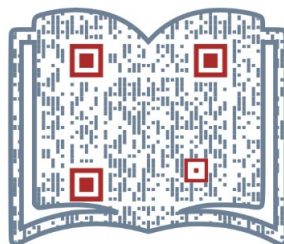
- a. **Link to Attestation for Section 8:**
<https://forms.office.com/g/mxRcP5vv0B>
- b. **QR Code to complete Attestation for Section 8:**



Section 9: Public Information Act Training

1. Select an option to view the training video

- a. **YouTube Link to Watch Video:** <https://www.youtube.com/watch?v=8---oCBbeow>
- b. **QR Code to Watch Video (Scan me!):**



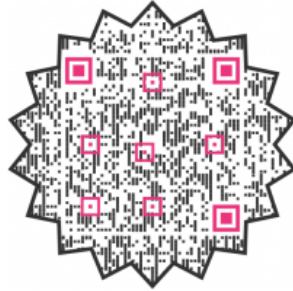
2. Texas Government Code section 552.012 requires elected or appointed public officials to complete an open records training course. **After completing the Public Information Act training course, use the link below to request your certificate. Your certificate will be**

emailed to you from the Attorney General's Office. Please forward the email to ccboards@cctexas.com as proof of completion.

a. **Link to Certificate:**

<https://www.texasattorneygeneral.gov/open-government/public-information-act-training-confirmation-and-certificate>

b. **QR Code to Certificate for Section 9:**

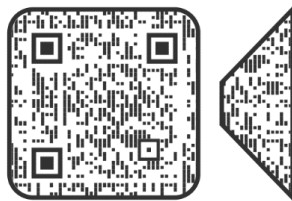


Section 10: Open Meeting Act Training

1. **Select an option to view the training video**

a. **YouTube Link to Watch Video:** https://www.youtube.com/watch?v=OEP_aHl2-Y

b. **QR Code to Watch Video (Scan me!):**

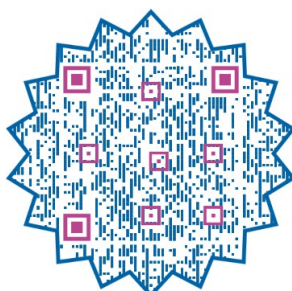


2. Members of a governmental body subject to the Open Meeting Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. **After completing the open Meeting Act training course, use the link below to request your certificate. Your certificate will be emailed to you from the Attorney General's Office. Please forward the email to ccboards@cctexas.com as proof of completion.**

a. **Link to Certificate:**

<https://www.texasattorneygeneral.gov/open-government/open-meetings-act-training-confirmation-and-certificate>

b. **QR Code to Certificate for Section 10:**



Section 11: Board, Commission, Committee and Corporation Orientation Manual

1. **Click the link to download and save a copy of the Manual.**
 - a. **Link to Manual:** <https://www-cdn.cctexas.com/sites/default/files/CTYSEC-orientation-manual.pdf>

Section 12: Board and Committee Code of Ethics

1. **Please click on the link to download and save a copy of the Code of Ethics.**
 - a. Link to Code of Ethics:
https://library.municode.com/tx/corpus_christi/codes/code_of_ordinances?nodeId=PTIITHCO_OR_CH2AD_ARTVCOET

Section 13: Eligibility Requirements Acknowledgement Form

1. **Please sign the Eligibility Requirements Acknowledgement Form on the next page and email the completed form to ccboards@cctexas.com.**



Eligibility Requirements Acknowledgement Form

Member Name (Type)

Board, Commission or Committee Name

Per City Council Policy No. 10 Section 10.2.1 (D) and (E), members of City created boards, committees, commissions, ad hoc committees, and task forces must sign an acknowledgement agreeing to comply with the following eligibility requirements:

- Take the oath of office if required by State law
- Agree to comply with the City's Ethics Code
- Agree to complete the required training course within 6 months of appointment
- Complete the Open Meeting Act Training within 90 days of appointment
- Comply with Financial Reporting if applicable
- Comply with attendance requirements
- Comply with residency requirements

I agree to comply with eligibility requirements outlined in Council Policy 10.2.1F. I understand my position will be automatically vacated should I fail to comply with these requirements.

Signature

Date