

## **RESOLUTION NUMBER 07-22**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS, AMENDING THE CITY'S RULES GOVERNING CITY COUNCIL MEETINGS, INCLUDING WORKSHOPS AND PUBLIC HEARINGS, AND MEETINGS OF COMMITTEES APPOINTED BY THE CITY COUNCIL.**

WHEREAS, Texas Government Code, Chapters 551 and 552, which cover open meetings and open records, places responsibilities on Texas municipalities to ensure transparency and open government; and

WHEREAS, the City of Weston Lakes, Texas (the "City"), adopted rules for the conduct of official meetings based on modified Robert's Rules of Order to ensure the effectiveness and efficiency of City government meetings by Resolution 1-09; and

WHEREAS, the City desires to amend their rules governing City Council meetings, including workshops and public hearings in order to maintain orderly and structured meetings and meet the requirements of good governance now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. City Council meetings. The regularly scheduled meetings of the City Council will be on the fourth Tuesday of each month, beginning at six o'clock (6:00) p.m. An agenda of each meeting will be posted at the place of the meeting not less than 72 hours in advance of said meeting and on the City's website, as required by Texas Government Code, Chapter 551. Special meetings may be called as required to address special actions by the Mayor and shall be called upon the request of three members of Council. An agenda of such special meetings is also required to be posted at the place of the meeting not less than 72 hours in advance of any such meeting and the City website. Emergency meetings may also be called and an agenda posting is required not less than 2 hours before said emergency meeting is to begin. Emergency meetings will only be called in case of an imminent threat to public health and safety or urgent public necessity. A nonemergency item may not be placed on an agenda unless 72 hours notification is given. An emergency item may be added to a regularly scheduled meeting with 2 hours notification and must clearly identify the emergency or urgent public necessity.

Section 3. General agenda The general agenda of the meeting will include a Call to Order, an Invocation, a Pledge of Allegiance to the Flag of the United States of America, public announcements, public comments, items to be considered by the City Council, such as resolutions or ordinances, and an adjournment.

Section 4. Placement of items on the Agenda. The Mayor, or designee, shall draft the agenda. Items shall be placed on the agenda upon the written request of any City Councilmember to the Mayor. Citizen requests for agenda items may be considered by the Mayor. Deadline for placement of items on the agenda is noon on the Wednesday prior to the meeting. Any backup or documents related to an item requested by Council must also be forwarded to the City Secretary by noon on Wednesday preceding the meeting. Backup for agenda items must be durable and include: terms/conditions, price and price comparisons, specifications and justification supporting the requested agenda item. Agendas will be posted by the City Secretary, Mayor, or their designee.

Section 5. Public comments. Public participation is encouraged. Members of the public may make comments during the public comment period on items not on the agenda. The City Council is prohibited by Texas Government Code, Chapter 551, from responding to a comment not on the agenda except to state or correct a fact, or by majority vote of Council that the matter will be considered at a future meeting after being properly placed on the agenda. If the individual wants to make a comment on an item on the agenda, they may make the comment during the general public comment period or at the time the item is considered on the agenda. A sign-up sheet will be provided at each meeting for speakers to sign up to speak during the public comment period. Each individual will be allotted 3 minutes during the public comment period (Texas Government Code, Chapter 551.007) for their comment, which may be extended by a majority vote of the City Council after a motion and a second to do so. The City may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law.

Section 6. Consent agenda. Consent agenda contain items that were uncontroversial or recurring items that are routine in nature, required by rule or law, but must be formally approved by the City Council. Consent agenda items will be grouped and identified in the agenda and will be approved as a group with a single motion, second, and vote, without discussion or debate. If any Councilmember objects to an item being on the consent agenda, it will be removed and placed on the agenda in its appropriate place.

Section 7. Meeting decorum. The Mayor is the presiding officer of the Council and, as such, will facilitate the meeting. In the absence of the Mayor, the Mayor ProTem will be the presiding officer. In the event the Mayor and Mayor ProTem are absent a quorum of the attending Councilmembers will select a presiding officer. All comments from the public and the City Council will be addressed to the presiding officer. Mayor and Councilmen will be addressed by their title, "Mayor" or "Councilmember", as appropriate, "Mayor" or "Councilmember" is also appropriate. Councilmembers will not usually respond to citizen comments except by addressing them to the presiding officer. The Mayor and members of Council may comment on any item on the agenda. Council members may request, by a motion and vote, that a subject for which notice has not been given be placed as an agenda item at a future meeting.



- a. Motions, seconds, and votes. All items to be presented to the City Council will be by agenda item and a motion of one of the Councilmembers after being recognized by the presiding officer. The presiding officer will acknowledge the motion and ask for a second. After receiving a second on the motion, the presiding officer will ask for discussion. At the conclusion of comments, the presiding officer will call for a vote and ask for the "yeas" and "nays."
- b. Vote. An item, resolution, or ordinance passes with a majority vote of the Councilmembers. The Mayor shall cast a vote in the case of a tie. A tie can occur when a Councilmember is absent, one of the Councilmembers recuses himself from a vote or legally abstains.
- c. Workshops sessions. City Council workshop may be called by the Mayor and shall be called upon the request of three members of Council members for the purpose of addressing certain matters in detail. Although considered informal, such matters are subject to agenda posting requirements, in accordance with the Texas Open Meetings Act and recording of minutes is required. Section 7a and b, apply to all legally posted Workshop meetings. Workshops usually are held in conjunction with a City Council budget review prior to Council approval and the holding of a public hearing on the City's annual budget. Public comments are allowed at workshops in the same manner as in regular City Council meetings. Workshops sessions may include presentations by subject matter experts and/or consultants providing the Council outside expertise. The initial Budget Workshop of any year must be scheduled no less than 30 days prior to the Public Hearing. The Mayor must file the proposed budget with the City Secretary 10 days prior to the Public Hearing in order to publish the proposed budget in the newspaper. The Budget Public Hearing will be held during the September Regular Council Meeting (Local Government Code 102.005).
- d. Public hearings. Public hearings are, in some areas, statutorily required as in the case of the Uniform Budget Law (Section 102.001, et seq, Texas Local Government Code), which requires a public hearing on the City budget prior to its adoption. Others are voluntary or required by other statutes. Public hearings are designed to obtain citizen input on important matters and issues facing the City. The Mayor presides over the public hearings, which are set up to allow individuals to present opposite sides of an identified issue. The agenda will clearly state the purpose of the hearing, and the presiding officer will clearly state again for the record the purpose of the meeting. The duration of the public hearing will be limited to 2 hours. Robert's Rules of Order will apply and proper decorum and courtesy will be

enforced. Comments will be directed to the presiding officer who will be addressed by his proper title ("Mayor" or "Councilmember"). Citizens will be treated respectfully and addressed by the presiding officer as "Mr.," "Mrs.," or "Ms.," as appropriate.

- (i) Notification. Notification of a public hearing is the same for a City Council meeting, 72 hours prior to the meeting, unless otherwise prescribed by law. Such notification will include a detailed description of the purpose of the meeting. If an agenda item relates to an ordinance, such ordinance will be included or attached to the meeting notification. In case of a budget hearing, the proposed budget will be attached.
- (ii) Citizen input. Proponents and opponents on any issue will be required to sign in. Each citizen will be given a maximum of 3 minutes for their discussion depending on the number of proponents and opponents. No one presenter will be given a disproportionate amount of discussion time. The subject of citizen comments pertaining to a budget hearing, may address the overall budget, a single item on the budget, or multiple entries in the budget, and may be in either support or opposition to such item.
- (iii) Decisions may or may not be made after the public hearing is closed.

Section 8. Meetings of Committees Appointed By Council. Council appointed committees will be subject to the same meeting rules and procedures as outlined for Council Meetings and comply fully with the Texas Open Meetings Act; meetings shall be public and agendas be duly posted 72 hours in advance, minutes will be kept and become part of the City archives. Expenditures are controlled by City Council by means of an approved Budget. Council must approve all expenditures and at the time the Committee was approved.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED by a vote of \_\_\_ayes" for and \_\_\_"nays" against on this first and final reading on the 24th day of May, 2022.

ATTEST:

  
Jenni McJunkin, City Secretary



APPROVED:

  
Bob Wall, Mayor