

16. - Conduct of meetings; rules of procedure.

a. *Time and Place of Meetings.*

1. The City Council shall meet in regular session at 11:30 a.m. each Tuesday, except that, in order to maximize efficiency and use of resources, it shall not meet the first Tuesday each month unless requested by the Mayor, the City Manager, or four members of the City Council. The time for a regular meeting may be changed as deemed advisable by Council.
2. Regular meetings shall be held at City Hall or another governmentally owned place within the City.
3. Special and workshop sessions may be held in any public place.
4. Special and workshop sessions may be called by the Mayor, the City Manager, or four members of the City Council.

b. **Workshop Meetings. A workshop session is a meeting for the sole purpose of gathering information or discussing public business without taking action. In the event a workshop session is scheduled on the same day as and prior to a regular or special session, no discussion shall be held at the workshop of items previously scheduled for such regular or special session.**

c. *Open Meetings.* The Council shall conduct all meetings in accordance with the Texas Open Meetings Act.

d. *Agenda.* The City Council agenda will be prepared and assembled jointly by the City Manager and the City Secretary in a format consistent with the Open Meetings Act, subject to modification by Council directive. Items may be placed on the agenda by the Mayor, City Manager, or four members of the City Council who shall confirm their request with the office of the City Secretary. A member wishing to place an item on the agenda shall notify the City Secretary. The City Secretary may place presentations, items of a ceremonial nature, Board, Commission and Committee appointments, and items affecting his office on the agenda. The subject matter of agenda items shall be subject to Council action, unless the item is limited to discussion.

e. *Presiding Officer.* The Mayor, Mayor Pro Tem, or other presiding officer shall have the power and duties usually incumbent on a presiding officer. All questions of order shall be decided by the presiding officer, subject to appeal to the Council.

f. *Recess of Meeting.* Any meeting may be recessed (continued) one or more times to a time and place specified by the presiding officer prior to recess. No regular session may continue in recess to a time after the convening of the next regular meeting of the Council.

g. *Order of Business.* The order of business shall be that set forth in the agenda unless modified by the Mayor or a majority of Council present and voting. On any item for which the Council permits public comment, time limitations may be set on an equitable basis.

h. *Recognition of Council Members.* Council Members will not interrupt one another, and will speak only when recognized by the presiding officer. The presiding officer will recognize Council Members to speak in the order of their electronic request.

i. *Seconding Motions.* Motions shall require a second, except if the wording of the motion appears on the agenda.

j. *General Duties of City Secretary.* The City Secretary shall act as clerk of the Council, shall accurately keep the minutes and all other records required by law to be kept of Council proceedings, and shall make all publications and notices required by law.

k. *Record Vote.* The ayes and nays shall be taken upon the passage of all ordinances or resolutions and entered in the minutes. Any member may request that the ayes and nays be taken on a motion and same shall be recorded. The order in which Council Members vote will rotate from meeting to meeting.

l. *Quorum.* A majority of the Council Members holding office constitutes a quorum.

- m. *Vote Required for Passage.* Except as otherwise required by law for a particular matter, final passage of an ordinance or resolution shall require the affirmative vote of a majority of all Council Members holding office, and other matters shall require a majority of Council Members present and voting.
- n. *Motion to Reconsider.* Any member of the Council who voted with the prevailing side on any question may move its reconsideration no later than the next regular meeting; reconsideration shall require a two-thirds vote of the Council. The fact that a failed action is subject to such motion being made at the next regular meeting does not prevent it from being brought up as new business at or before the next regular meeting.
- o. *Motion to Table.* To "table" shall mean to postpone until a later Council meeting. If the motion to table or postpone specifies a particular time, the matter shall be placed on the Council agenda for that date unless the Mayor or Council subsequently directs differently. If the motion does not specify a particular time, the matter shall be placed on the Council agenda when requested in accordance with general procedures for agenda items. The pendency of a tabled motion shall not prevent the Council from considering the same matter as new business.
- p. *Applicability of Robert's Rules of Order.* The most current edition of Robert's Rules of Order shall govern Council proceedings, unless in conflict with these rules or other law. Provided, however, Council's failure to comply with Robert's Rules of Order shall not invalidate any Council action.
- q. *Suspension of Rules.* Any of the rules prescribed in this Section 16 may be suspended by a majority vote of all Council Members qualified to vote.
- r. *Disorderly Conduct.* For a City Council Member's violation of the Rules of Decorum which it finds to seriously disrupt a meeting, or for a City Council Member's violation which occurs after repeated warnings from the presiding officer, the Council may assess a civil penalty for violation not to exceed \$25.00, as authorized by Article II, Section 10 of the City Charter. The City Manager shall cause the amount penalized to be deducted from the Council Member's next paycheck.

(Res. No. 21901, § 1, 3-22-1994; Res. No. 031097, § 1, 3-28-2017)