

CITY OF TEXAS CITY
COMMISSION RULES OF PROCEDURE / ORDER OF BUSINESS

1. ORGANIZATION

The governing body of the City shall consist of the Mayor and six (6) Commissioners.

The Mayor is elected in the City at large, and four (4) Commissioners of the Commission are elected by District. District 1, District 2, District 3 and District 4. The other remaining two (2) Commissioners are elected At-Large.

The Mayor shall be the presiding officer for all Commission meetings and pursuant the City's Charter, may vote on all matters of the City. These Commission Rules of Procedure and Order of Business serve as guidelines for the organization and conduct of the Commission to ensure that the City is governed in an orderly and consistent manner.

2. REGULAR MEETINGS

The Commission shall schedule no less than two regular meetings per month in accordance with the City Charter. Regular meetings shall be held at dates and times adopted by City Commission Resolution and shall generally be on the first (1st) and third (3rd) Wednesday of each month at 5:00 P.M. unless designated otherwise, meetings of the Commission shall take place in the Commission Chambers of City Hall, and the public is invited to attend the meetings. If the Commission meets at a place or time other than its regular meeting place, then public notice to such effect shall be posted in accordance with the Texas Open Meetings Act.

3. SPECIAL MEETINGS

The Charter allows Special Meetings to be called by a majority of the Commission. The procedure to present such a call is as follows:

- 1) The call shall be presented as separate written requests from at least four (4) Commissioners filed with the City Secretary.
- 2) As required by the Charter, the written requests shall state the subjects to be considered at the Special Meeting. Each subject to be considered must be requested by at least four (4) Commissioners.
- 3) The Mayor is not precluded from placing additional items on the Agenda for a Special Meeting.
- 4) Special meetings shall be set for regular business days to commence no later than 6:00pm.
- 5) Special meeting requests must be fully submitted by noon at least one calendar week prior to the date stated for the meeting.
- 6) Agendas for the Special Meeting must be prepared and posted by the City Secretary in accordance with the Texas Open Meetings Act and all applicable policies or procedures of the regularly scheduled meetings of the Commission.

4. JOINT MEETINGS/WORKSHOPS

The Commission may, for specific reasons to be stated in the notice posted for the meetings hold Joint Meetings or joint workshops with various Boards, Commissions, and/or various governmental entities that share a community interest with the City. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the City and the other board or entity prior to the meeting and posted in accordance with the Texas Open Meetings Act.

5. EXECUTIVE SESSIONS

Pursuant to the Texas Open Meetings Act, the Commission may conduct closed meetings that are not open to the public when the following matters are considered:

- A. Consultation with an attorney regarding pending or contemplated litigation; a settlement offers; or to receive advice on legal matters not associated with litigation.
- B. Deliberations associated with the sale, purchase or exchange of real property.

C. Personnel matters.

D. Deliberations regarding security matters.

E. Deliberations regarding economic development negotiations.

The purpose of an executive session shall be stated in the motion to call the closed session. Any action taken on a matter discussed in executive session shall occur in an open meeting following the deliberation in closed session.

6. AGENDA

An agenda is a document that informs the public about the specific topics to be discussed and acted upon during a meeting which shall include a resolution or ordinance.

The City Secretary, with consultation and approval of the Mayor, shall prepare an agenda for business to be considered at each Regular Commission Meeting. It shall be the practice of the City to include on any Regular Commission Meeting agendas, all items that are deemed appropriate by the Mayor.

Two (2) Commissioners may submit proposed items for inclusion on the meeting agenda. In accordance with the Mayor's role as the City's chief executive officer, all proposed items shall be subject to mayoral review and approval to ensure consistency with operational priorities, legal compliance, and effective coordination of municipal affairs. The request shall be in writing separately by two (2) Commissioners and shall be filed with the City Secretary no later than Noon on the Monday before the week of the regular meeting at which it is requested for consideration. Agenda items requested by the Commissioners shall be placed in the Regular Agenda Items section of the agenda. If the filing is later than noon on the Monday before the week of the regular meeting, the item shall be placed on the next regular meeting agenda or a later date.

The Agenda for the City Commission Regular Meetings shall be developed by the City Secretary and published by the City Secretary in the manner generally prescribed as follows:

- (1) Roll Call
- (2) Invocation
- (3) Pledge of Allegiance
- (4) Proclamations and Presentations
- (5) Reports
- (6) Public Hearing if needed
- (7) Public Comments
- (8) Consent Agenda*
- (9) Regular Items
- (10) Executive Session if needed
- (11) Commissioners' Comments
- (12) Mayor's comments
- (13) Staff Updates
- (14) Adjournment

*Budgeted expenditures equal to, or less than, \$400,000.00 may be placed on the Consent Agenda

7. PUBLIC COMMENT RULES

- A. All members of the audience addressing the Commission ("Speaker") shall direct their remarks to the Commission.
- B. No Speaker shall address the Commission unless recognized by the Mayor/Chair for that purpose.
- C. Remarks are to be limited to those pertaining to matters for action before the City Commission according to Texas Local Government Code (551.007).
- D. Profane, vulgar or abusive language or personal attacks will not be tolerated.
- E. No Speaker shall continue to address the Commission after being informed by the Mayor/Chair that the Speaker's time for addressing the Commission has expired.

- F. The Speaker shall be limited to 3 minutes to address the Commission. The Mayor/Chair has the authority to grant additional time, if requested by a Speaker, for just cause.
- G. Commissioners shall not respond to Speakers; however, the Mayor/Chair may respond to a matter of fact.
- H. Those wishing to speak must present official identification to designated staff for identification purposes and shall thoroughly fill out the Request to Address the Commission Form (answering all questions) and identify which item(s) they wish to speak on from the agenda.

8. QUORUM

Unless otherwise provided by law, four (4) qualified members of the Commission shall constitute a quorum for conducting business, provided at least one of the members present is the Mayor or Mayor Pro Tem.

9. VOTING

- A. The vote on all ordinances and resolutions shall be taken by the Commission's verbal response and entered into the City's official record to reflect each Commissioner's vote. When voting on the adoption of the Tax Rate and/or Budget, the Commission must take a Record Vote.
- B. It is the duty of each Commissioner who has an opinion on an item presented for consideration to express it by a vote to approve or deny the item. Any Commission Member may express related opinions during the discussion portion before the vote is taken. A Commission Member may abstain from voting in accordance with City Charter guidelines (Article III, Section 5).

10. DEBATE AND DECORUM

Robert's Rules of Order Newly Revised shall, to the extent feasible, govern the proceedings of the Commission. The City Attorney shall act as Parliamentarian for Commission meetings.

11. ETHICAL STANDARDS It is the official policy of the City that:

- A. City officials shall be independent, impartial, and responsible to the citizens of the City;
- B. City officials shall not have a financial interest, and shall not engage in any business, transaction, or professional activity, or incur any obligation that conflicts with the proper discharge of their duties for the city in the public interest;
- C. The principles of personal conduct and ethical behavior that should guide the behavior of City officials include: (1) A commitment to public welfare; (2) Respect for the value and dignity of all individuals; (3) Accountability to the citizens of the City; (4) Truthfulness; and (5) Fairness.
- D. Under such principles of conduct and ethical behavior, City officials should: (1) Conduct business with integrity and in a manner that merits the trust and support of the public; (2) Be responsible stewards of the taxpayers' resources; and (3) Take no official actions that would result in personal benefit in conflict with the best interests of the city.
- E. To implement the purpose and principles described herein, the Commission will adopt a policy of ethical conduct to govern City officials by City Ordinance. It is the purpose and intent of City Commission to ensure a fair opportunity for the public to participate in government, to follow standards of disclosure and transparency in government, and to promote public trust in government (To be developed at a later date).

12. COMMISSION REQUESTS FOR INFORMATION

Commissioners may direct questions to the appropriate department head. Routine requests for information or reports that can be completed within 15 minutes may be submitted to a member of the Executive Committee, who will respond at their earliest convenience. For non-routine requests or those requiring significant time or effort, the request should be directed to the Mayor.

**(Routine requests: information or new research that can be answered in under 15 minutes)*

13. NEW COMMISSION MEMBER ORIENTATION

Each new Commission member shall, upon taking the oath of office, be provided with various forms of vital information which shall include, but not be limited to, the following:

- A. City Charter
- B. Comprehensive Plan
- C. Current Budget
- D. Comprehensive Annual Financial Report for the last Fiscal Year
- E. Commission Rules of Procedure
- F. Public Information Act and Open Meetings Act Training
- G. Conflicts of Interest Training

Each new member of Commission shall be offered an opportunity by the Mayor or his/her designee, to tour various City facilities (i.e., City Hall, Police/Fire stations, Park facilities, Public works facilities, etc.).