



**WORKSHOP MEETING AGENDA
CITY COUNCIL OF THE CITY OF SCHERTZ**

June 16, 2026

5:00 P.M.

**HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154**

CITY OF SCHERTZ CORE VALUES

Do the right thing

Do the best you can

Treat others the way you want to be treated

Work cooperatively as a team

AGENDA

TUESDAY, JUNE 16, 2026 at 5:00 p.m.

Call to Order

Hearing of Residents

This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than 3 minutes.

All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.

All handouts and/or USB devices must be submitted to the City Secretary no later than noon on the Monday preceding the meeting. Handouts will be provided to each Councilmember prior to the start of the meeting by the City Secretary. All USB devices will be vetted by City IT staff to ensure City property is protected from malware.

Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

Workshop

- 1. Council Liaison Selection Process (Councilmember Westbrook)**

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 10TH DAY OF JUNE 2026 AT 4:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____ DAY OF _____, 2026.

TITLE: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.

The City Council for the City of Schertz reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

CITY COUNCIL MEMORANDUM

City Council Meeting: June 16, 2026

Department: City Secretary

Subject: Council Liaison Selection Process (Councilmember Westbrook)

BACKGROUND

In accordance with the City Council Code of Conduct (Ordinance 18-M-06) and the City Council Rules of Conduct and Procedure (Ordinance 22-M-29), City Councilmember assignments as members and/or liaisons to City Boards, Commissions, and Committees are reviewed and adopted annually each December for the upcoming year. Historically, assignments have been based on council tenure and member preference, with senior councilmembers retaining the option to remain on previously assigned boards or voluntarily relinquish a seat.

With the addition of several new councilmembers, it has been suggested that Council conduct a review and open discussion of the current assignment process. The purpose of this discussion is to educate new councilmembers on the roles and responsibilities associated with serving as a member and/or liaison to City boards, commissions, and committees.

Future Action Item: Consider amendments to City Council Rules of Conduct and Procedure related to the current assignment process to establish a transparent, fair, and repeatable framework that aligns appointments with councilmember qualifications, interests, workload, continuity needs, and public trust.

Attachments

BCC Liaison Assignments_06-01-2026

Ordinance 22-M-029

BCC Definitions & Purposes

Council Code of Ethics

PowerPoint Presentation

Board Name	Member / Liaison	20-Jan-26	Role	01-Jun-26	Role
Animal Advisory Board	1 / 0	Councilmember Heyward	Member		Member
Audit Committee	3 / 0	Mayor Rodriguez	Member	Mayor Rodriguez	Member
		Councilmember Watson	Member	Councilmember Watson	Member
		Councilmember Heyward	Member		Member
Board of Adjustments	0 / 1	Mayor Rodriguez	Liaison	Mayor Rodriguez	Liaison
Building and Standards Commission	0 / 1	Councilmember Heyward	Liaison		Liaison
Cibola Valley Local Government (CVLGC)	1 / 0	Councilmember Watson	Ex-Officio	Councilmember Watson	Ex-Officio
	+1 alternate	Councilmember Westbrook	Alternate	Councilmember Westbrook	Alternate
Economic Development Corporation	0 / 1		Liaison		Liaison
	+1 alternate	Councilmember Heyward	Liaison-Alternate		Liaison-Alternate
Hal Baldwin Scholarship Committee	2 / 0	Councilmember Macaluso	Member	Councilmember Macaluso	Member
		Councilmember Guerrero	Member	Councilmember Guerrero	Member
Interview Committee	3 / 0	Councilmember Davis	Member	Councilmember Davis	Member
		Councilmember Macaluso	Member	Councilmember Macaluso	Member
		Councilmember Heyward	Member		Member
Investment Advisory Committee	3 / 0	Mayor Rodriguez	Member	Mayor Rodriguez	Member
		Councilmember Guerrero	Member	Councilmember Guerrero	Member
		Councilmember Heyward	Member		Member
Library Advisory Board	0 / 1	Councilmember Watson	Liaison	Councilmember Watson	Liaison
Main Street Committee	4 / 0	Councilmember Davis	Member/Chair	Councilmember Davis	Member/Chair
		Mayor Rodriguez	Member	Mayor Rodriguez	Member
		Councilmember Heyward	Member		Member
			Member		Member
Parks & Recreation Advisory Board	0 / 1	Councilmember Davis	Liaison	Councilmember Davis	Liaison
Planning and Zoning Commission	0 / 1	Councilmember Westbrook	Liaison	Councilmember Westbrook	Liaison
Schertz Historical Preservation Society	0 / 2	Councilmember Guerrero	Liaison	Councilmember Guerrero	Liaison
		Councilmember Westbrook	Liaison	Councilmember Westbrook	Liaison
Schertz Housing Authority Board	0 / 1	Councilmember Davis	Liaison	Councilmember Davis	Liaison
Schertz-Seguin Local Government Corporation (SSLGC)	1 / 1	Councilmember Westbrook	Member	Councilmember Westbrook	Member
			Liaison		Liaison
Senior Center Advisory Board	0 / 2	Councilmember Watson	Liaison	Councilmember Watson	Liaison
	+1 alternate	Councilmember Heyward	Liaison		Liaison
		Mayor Rodriguez	Liaison-Alternate	Mayor Rodriguez	Liaison-Alternate

Board Name	Member / Liaison	20-Jan-26	Role	01-Jun-26	Role
TIRZ II Board	3 / 0	Mayor Rodriguez	Member	Mayor Rodriguez	Member
		Councilmember Davis	Member	Councilmember Davis	Member
		Councilmember Macaluso	Member	Councilmember Macaluso	Member
Transportation Safety Advisory Committee (TSAC)	0 / 1	Councilmember Davis	Liaison	Councilmember Davis	Liaison

ORDINANCE NO. 22-M-29

AN ORDINANCE BY THE CITY OF SCHERTZ AUTHORIZING AND AMENDING CITY COUNCIL RULES OF CONDUCT AND PROCEDURE TO INCLUDE APPOINTMENT PROCEDURES FOR CITY COUNCIL LIAISON POSITIONS TO THE CITY OF SCHERTZ BOARDS, COMMISSIONS AND COMMITTEES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Schertz has previously adopted Rules of Conduct and Procedure for the conduct of meetings of the City Council 21-M-28; and

WHEREAS, the City Council discussed the following changes at their meeting of June 14, 2022; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend, update, and clarify the Rules of Conduct and Procedure as they relate to the placement of City Council Liaison to City Boards, Commission, and Committees.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS:

Section 1. That the City Council's Rules of Conduct and Procedure are amended as follows:

Article 5. Appointment Procedures

Section 5.3 – Appointment procedures for City Council Liaison Positions to the City of Schertz Boards, Commissions and Committees.

- (a) The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Board, Commission, or Committee City Council Liaison.
- (b) The appointed City Council Liaison must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of a City Council Liaison, a Councilmember must be an elected member of Council and a member in good standing.
- (c) Assignments for the City Council Liaison positions will be reviewed annually in December, and if needed, changes in appointments can be made at that time. Appointments can also be made at any time if there is an open City Council Liaison position.

- (d) The appointed City Council Liaison may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her appointment.
- (e) City Council Liaison will attend meetings for observation purposes only and will provide updates and information from their assigned Board, Commission or Committee to City Council when needed.
- (f) City Council Liaison do not serve as ex-officio members of Boards, Commissions, and Committees. They are to facilitate communications between the City Council and their assigned Board, Commission, or Committee.
- (g) City Council Liaison will be careful of their personal opinions, political opinions and limit contact with Board, Commission and Committee members. Any public comments made by a Councilmember at these meetings should be clearly made as an individual opinion and not a reflection or representation of the City Council. They are also to remember that the members serve the community, not the individual Councilmembers
- (h) Council reserves the right to alter this procedure at any time by resolution or rule

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.


APPROVED ON FIRST READING the 5th of July 2022.

PASSED, APPROVED AND ADOPTED ON FINAL READING, the 12th day of July
- 2022.



Mayor, Ralph Gutierrez

ATTEST:



City Secretary, Brenda Dennis



CITY OF SCHERTZ

CITY COUNCIL

RULES OF CONDUCT AND PROCEDURE

These Rules of Conduct and Procedure (these “Rules”) are intended to provide an understandable and workable structure for City Council meetings.

These Rules shall serve to aid the conduct of public business at Council meetings, to facilitate communication at Council meetings among Councilmembers and between Councilmembers and City staff and members of the public, and to promote confidence in the citizens that their government is performing its duties with the highest of ethical standards and with a genuine interest in the well-being of the community.

These Rules are in all events subject to the City Charter and applicable provisions of State law, including the Texas Open Meetings Act.

As a part of these Rules, the Council has established the following Code of Conduct for the Mayor and all Councilmembers:

- Address the merits of the issues — no personal attacks.
- Focus on representing the interests of all citizens.
- Attempt to resolve personal conflicts among Councilmembers internally before speaking publicly.
- Assume positive intentions — don’t look for hidden agendas.
- Observe the City’s written Rules of Conduct and Procedure.
- When others are speaking, listen with an open mind.
- Recognize that inappropriate public disclosure of confidential information can be detrimental to the City and its citizens.
- Understand that “majority rules”. Once a vote is taken, if you were in the minority agree to disagree and move on. Recognize that a majority view, when expressed in a vote, becomes an expression of City policy.
- Coordinate all requests of the City staff through the City Manager.

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**ARTICLE 1.
AUTHORITY**

- 1.1 City Charter. Section 4.09 (d) of the City Charter provides that the Council shall, by ordinance, determine its own rules and order of business.
- 1.2 Effective Date; Amendment. These Rules shall be in effect upon their adoption by the Council and until such time as they are amended, or new rules are adopted. In the event of a conflict between these Rules and the Charter, the Charter shall govern over these Rules. In the event of a conflict between these Rules and State law, State law shall take precedence.

**ARTICLE 2.
GENERAL RULES**

- 2.1 Meetings to be Public. All meetings of the Council and all meetings of committees composed of a quorum of the Council shall be open to the public as provided by State law, except when State law allows closed or Closed sessions for certain limited topics.
- 2.2 Attendance. Councilmembers shall attend all meetings of the Council. Absence of a Councilmember from a meeting shall be managed in accordance with 2.2 B.

A. Quorum. Four members of the Council, not including the Mayor, shall constitute a quorum. In the absence of the Mayor, the Mayor Pro Tem or other presiding officer shall be counted for purpose of determining the existence of a quorum. If a quorum is not present, those in attendance will be named, and they may recess to a later time as permitted by State law or may hear business before them, taking no official action.

B. Absences. In the event a Councilmember is unable to attend a meeting of the Council, the Councilmember shall notify either the Mayor or the City Secretary as soon as they become aware that they will be unable to attend. Notification may be accomplished via e-mail or telephone and must include the reason for the absence.

Absences from meetings of the City Council that are due to occupational or business demands, personal or family illness or absence from the city shall be approved by the Council as excused.

The City Secretary shall annotate the Councilmember's absence and the reason therefore in the minutes of the meeting from which the Councilmember is absent. Council approval of the subject minutes shall ratify the absence and the reason given therefore and thus excuse the absence. If a Councilmember raises an objection to the absence or the reason given therefore at the time the minutes are to be approved, the matter may be place on a future agenda for debate, discussion and further consideration.

- 2.3 Minutes of Meetings. An account of all proceedings of the Council shall be kept by the City Secretary and shall constitute the official record of the Council. Such minutes, after being approved by the Council (except any closed or closed session portion), shall be open to public inspection. The City Secretary shall provide an index showing the action

of the Council in regard to all matters before to it at both regular and special meetings. A recording or “certified agenda” of each closed or closed session shall be made and maintained as required by State law.

- 2.4 Questions to Contain One Subject. All questions submitted for a vote shall contain only one subject. If two or more subjects are involved, any Councilmember may require a division, if the subjects can be reasonably divided.
- 2.5 Right to the Floor. Subject to Section 8.5, any Councilmember or member of City staff desiring to speak shall be recognized by the Mayor (or the presiding officer in the Mayor’s absence) at an appropriate time and shall confine his/her remarks to the subject under consideration or to be considered.
- 2.6 City Manager. The City Manager or the Acting City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote. The City Manager shall be notified of all special meetings of the Council.
- 2.7 City Attorney. The City Attorney shall attend all meetings of the Council as required by the Council or as requested by the City Manager, and shall, upon request of the Council or the City Manager, give an opinion, either written or oral, on questions of law.
- 2.8 City Secretary. The City Secretary or the Deputy City Secretary shall attend all meetings of the Council, unless excused, and shall keep the official minutes.
- 2.9 Officers and Employees. Any officer or employee of the City, when requested by the City Manager, shall attend meetings of the Council. If requested to do so by the City Manager, they shall present information relating to matters before the Council.
- 2.10 Rules of Order. Part 8 of these Rules shall govern the proceedings of the Council.
- 2.11 Suspension of Rules. Any provision of these Rules not required by the Charter or State law may be temporarily suspended by a majority vote of the Councilmembers who are present. The vote of each person on any such suspension shall be entered in the minutes.
- 2.12 Amendment to Rules. These Rules may be amended, or new rules adopted, by a duly adopted ordinance.
- 2.13 Matters Not Addressed by Rules. Issues of the conduct or procedure of public meetings not addressed by these Rules, the Charter, or State law shall be determined by the Mayor (or the presiding officer in the Mayor’s absence).

ARTICLE 3. TYPES OF MEETINGS

- 3.1 Regular Meetings. The Council shall hold regularly scheduled meetings as provided by the Code of Ordinances, Part II, Section 2-2. The Council may also hold regularly scheduled meetings which may be designated by the Council as “workshop” sessions.

- 3.2 Special Meetings. Special meetings may be called by the Mayor, the City Manager, or any three (3) members of the Council. The call for a special meeting shall be filed with the City Secretary in written form, except that announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, hour, and place of the special meeting and shall identify the subject or subjects to be considered.
- 3.3 Recessed Meetings. Subject to State law, any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.
- 3.4 Adjourned Meetings. Any meeting of the Council that has been adjourned may not be reconvened except by a motion to reconsider prior to any Councilmember's departure from the Council chamber. See Sections 9.3 and 9.4.
- 3.5. Closed Sessions. Closed sessions may only be held in accordance with state law.
- 3.6 Emergency Meetings. In case of emergency or urgent public necessity, an emergency meeting may be called as a special meeting as set forth in Section 3.2, however, an emergency meeting may not be held unless authorized by, and notice is given in accordance, with State law.

ARTICLE 4. PRESIDING OFFICER AND DUTIES

- 4.1 Mayor. The Mayor, if present, shall preside as Mayor at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the most senior Councilmember (by time of service on the Council) present shall be the chairperson.
- 4.2 Call to Order. Each meeting of the Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the most senior Councilmember (by time of service on the Council) present.
- 4.3 Preservation of Order. The presiding officer shall preserve order and decorum, prevent personalities from becoming involved during debate or the impugning of members' motives, and confine Councilmembers in debate to the question under discussion.
- 4.4 Rulings by Presiding Officer. The presiding officer shall rule on points of privilege, points of procedure or order, and withdrawals of motions, subject to the right of any member to appeal to the Council as set forth in Article 9 of these Rules. See Sections 9.3, 9.4, 9.5, 9.6, and 9.8.
- 4.5 Questions to be Stated. The presiding officer shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken on all votes.
- 4.6 Substitution of Mayor. In the event the Mayor must relinquish the chair, the Mayor shall call upon the Mayor Pro-Tem to preside if the Mayor Pro-Tem is present. If the Mayor

Pro-Tem is not present, the Mayor may call upon the most senior Councilmember (by time of service on the Council) present to preside, but such substitution shall not continue beyond adjournment of that meeting.

ARTICLE 5. APPOINTMENT PROCEDURES

Article 5

Section 5.1 Appointment Procedure for the Mayor Pro Tem.

- (a) The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.
- (b) The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
- (c) Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.
- (d) If the Councilmember place that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.
- (e) The position will have a term of office of six (6) months.
- (f) The appointed Mayor Pro Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.
- (g) Council reserves the right to alter this procedure at any time by resolution or rule.

Section 5.2 Appointment Procedure for a Councilmember.

- (a) The Council may appoint a Councilmember to a vacant seat as authorized by Section 4.06 of the City Charter.
- (b) The Council will announce and advertise on the City's website and in the City's newspaper of record that applications are being accepted for a vacant position on Council.
- (c) A due date for applications to be submitted will be set.
- (d) Applicants must meet the qualifications for a Councilmember set forth in Section 4.02 of the City Charter.

- (e) Applications will be received by the City Secretary's office and distributed to all Councilmembers.
- (f) An interview date will be set and posted for a public meeting.
- (g) Interviews of prospective candidates will be held in a public forum by a quorum of Councilmembers.
- (h) Councilmembers will discuss, and appoint by majority vote, the new member of Council at either the same meeting as the interviews or at a subsequent Council meeting.
- (i) The Council is the final judge of whether a candidate is qualified to serve as a Councilmember as set forth in Section 4.03 of the City Charter.
- (j) Council reserves the right to alter this procedure at any time by resolution or rule.

Section 5.3 – Appointment procedure for City Council Liaison Positions to the City of Schertz Boards, Commissions and Committees.

- (a) The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Board, Commission, or Committee City Council Liaison.
- (b) The appointed City Council Liaison must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of a City Council Liaison, a Councilmember must be an elected member of Council and a member in good standing.
- (c) Assignments for the City Council Liaison positions will be reviewed annually in December, and if needed, changes in appointments can be made at this time. Appointments can also be made at any time if there is an open City Council Liaison position.
- (d) The appointed City Council Liaison may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her appointment.
- (e) City Council Liaison will attend meetings for observation purposes only and will provide updates and information from their assigned Board, Commission or Committee to City Council when needed.
- (f) City Council Liaison do not serve as ex-officio members of Boards, Commissions, and Committees. They are to facilitate communications between the City Council and their assigned Board, Commission, or Committee.
- (g) City Council Liaison will be careful of their personal opinions, political opinions and limit contact with Board, Commission and Committee members. Any public comments made by a Councilmember at these meetings should be clearly made as an individual opinion and not a reflection or representation of the City Council.

They are also to remember that the members serve the community, not the individual Councilmembers

- (h) Council reserves the right to alter this procedure at any time by resolution or rule

ARTICLE 6. ORDER OF BUSINESS

- 6.1 Agenda. The City Manager and the City Secretary shall prepare an agenda for each meeting of the Council. Items may be placed on the agenda by the City Manager (or in his absence any Assistant City Manager), the Mayor, or any Councilmember, except that a Councilmember directing that an item or items be placed on an agenda must do so in open session, during a properly posted meeting of the Council. Items placed on the agenda by the City Manager (or in his absence any Assistant City Manager) may be removed only by the City Manager (or any Assistant City Manager) and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act. Items placed on an agenda by the Mayor may be removed only by the Mayor, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act. Items placed on the agenda by a Councilmember may be removed only by that specific Councilmember, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act.
- (a) Information Required. Any item to be on the agenda must be provided to the City Manager pursuant to a procedure established and modified by the City Manager from time to time. Each item on the agenda must contain sufficient information so that full disclosure of the item to be addressed is present so as to alert the Council and the public of the topic to be considered.
 - (b) Order of Listing Items; Sponsor and Responsible Staff. The agenda shall list all items for consideration in a format recommended by the City Manager. The name of the person or persons placing an item on the agenda and the name of any expected staff presenter shall be stated on the agenda.
 - (c) Copy Provided to Mayor and Council Members. The City Secretary shall furnish the Mayor and each Councilmember a copy of the agenda, including the proposed ordinances, resolutions, petitions, notices, or other materials as required. Copies of attachments and background material will generally be provided for the initial presentation only and should be retained by the Mayor and the Councilmembers until such time as the item is finalized.
 - (d) Copy Available to Public. A copy of the agenda, with or without attachments as determined by the City Manager, shall be made available to the public at City Hall prior to the meeting. Copies of the agenda shall be available to the public at the meeting.

- (e) Order; Exception. The ordinances, resolutions, and other proposed actions shall be taken up and disposed of by the Council in the order listed in the agenda, subject to the right of the presiding officer to take up matters in a different order.
 - (f) Chair Shall Not Entertain Objections. An agenda item properly placed on a future agenda by a member of Council during open session shall not be subject to objection by another member.
- 6.2 Communication to Mayor and Council. The City Manager shall provide the Council with a copy of each ordinance or resolution and appropriate analysis of items proposed to be acted upon by the Council at a meeting. These communications shall be delivered to the Mayor and Councilmembers along with the agenda. This information should also be retained by the Mayor and Councilmembers until such time as the item is finalized. Staff members, in making presentations to Council at a meeting of the Council, should endeavor to restrict their presentations to five (5) minutes, excluding responses to questions by the Mayor and/or Councilmembers.
- 6.3 Approval of Minutes. Minutes may be approved without public reading if the City Secretary has previously furnished the Mayor and each Councilmember with a copy thereof.
- 6.4 Presentations by Members of Council. The agenda shall provide a time when the Mayor and each Councilmember may bring before the Council any business that person believes should be brought up during the “Requests by Mayor and Councilmembers” and “Announcements by Mayor and Councilmembers” portions of the agenda. These matters need not be specifically listed on the agenda unless the person desiring to make a comment knows prior to posting of the agenda that he/she will make such comment. In response to an unposted comment, there (1) may only be a statement of factual information in response, (2) a recitation of existing City policy, or (3) discussion regarding a proposal to place the subject on the agenda for a subsequent meeting.
- 6.5 Consent Agenda. At the direction of the City Manager (or in his absence an Assistant City Manager) with respect to items believed to be non-controversial, the City Secretary shall place multiple items on a “Consent Agenda” portion of the agenda, subject to the right of the Mayor or any Councilmember to request at the meeting that any one or more of such items be removed from the Consent Agenda for individual consideration. First readings of ordinances shall in all events be posted for individual consideration and shall not be included on the Consent Agenda.

ARTICLE 7.

CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

- 7.1 Printed, Typewritten, or Electronic Form. All ordinances and resolutions shall be presented to the Council only in printed, typewritten, or electronic form.
- 7.2 City Manager Review. All ordinances and resolutions shall be reviewed by the City Manager or his designee.

- 7.3 City Attorney to Approve. All ordinances and resolutions shall be approved as to form and legal content by the City Attorney, when requested by the Mayor or the City Manager.
- 7.4 Funding. All actions authorizing an expenditure of money shall include the exact source of the funds to be expended.
- 7.5 Reading of Caption Only. Upon being introduced, each proposed ordinance or resolution shall be read by caption only.
- 7.6 Ordinances—Two Readings: Emergencies. Ordinances introduced at a Council meeting shall not be finally acted upon until at least the next regular meeting, except that immediate action may be taken upon an emergency as determined by the Council in accordance the Charter or State law. Ordinances that do not receive a unanimous vote on first reading shall (a) be placed on the consent portion of the next agenda or (b) be placed on the discussion portion of the next agenda.
- 7.7 Recording of Votes. The ayes and nays shall be taken upon the consideration of all ordinances and resolutions and shall be entered in the minutes of the Council.
- 7.8 Vote Required. Approval of every ordinance, resolution, or motion, unless otherwise required by these Rules, the Charter, or State law, shall require the affirmative vote of four (4) Councilmembers who are present and eligible to vote.
- 7.9 Tie Vote. In the event of a tie in votes on any motion, the Mayor shall cast the decisive vote in accordance with Section 4.05 of the Charter. Other Councilmembers acting as presiding officer shall not be restricted to voting only in the event of a tie.
- 7.10 Numbering Ordinances and Resolutions. After approval of a resolution or an ordinance on second reading or on a single reading as an emergency, the City Secretary shall assign a number to each ordinance or resolution within the records of the City.
- 7.11 Ordinance Passage Procedure. After passage, an ordinance shall be signed by the presiding officer and shall be attested by the City Secretary or Deputy City Secretary, and it shall be filed and thereafter preserved in the office of the City Secretary.

ARTICLE 8. RULES OF DECORUM

- 8.1 Recognition by presiding officer. Subject to Section 8.5, No person shall address the Council without first being recognized by the presiding officer.
- 8.2 Order. While the Council is in session, the Councilmembers must preserve the order and decorum of the meeting, and a Councilmember shall neither, by statement or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any other Councilmember while speaking or refuse to obey the orders of the presiding officer. Councilmembers are expected to remain on the dais during a Council meeting unless they have good cause to vacate.

- 8.3 Presiding Officer. The Mayor or the Mayor Pro-Tem or such other member of the Council who is serving as the presiding officer may participate in debate, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of such Councilmember acting as the presiding officer. If the presiding officer is engaged in debate and is, at the insistence of four (4) Council members, abusing the position of the presiding officer, the presiding officer must relinquish the chair to the Mayor Pro-Tem, or in his/her absence, to the next most senior Councilmember (by time of service on the Council) present. The Mayor Pro-Tem or such other member, other than the Mayor, who is serving as presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of the member acting as the presiding officer.
- 8.4 Improper References to be Avoided. When a Councilmember has the floor pursuant to Section 2.5 or 8.5, he/she shall avoid all references to personalities and indecorous language.
- 8.5 Interruptions. A Councilmember, once recognized, shall not be interrupted by the Mayor or another Councilmember when speaking unless it is to raise a point of privilege (Section 9.4) or a point of procedure or order (Section 9.5), or to enter a motion to withdraw a previously-stated motion (Section 9.8), or as otherwise provided in these Rules. If a Councilmember, while speaking, is interrupted as set forth herein, the Councilmember so interrupted should cease speaking until the question is determined.

ARTICLE 9. MOTIONS AND MEETING PROCEDURES

- 9.1 Motions. A Councilmember, after he/she obtains the floor, or the Mayor may make a motion on the particular subject of discussion or a procedural point as permitted. A “Second” to the motion, if required, must be made by a Councilmember who did not make the motion within a reasonable but brief time period. The Mayor may not “Second” a motion. A motion or a “Second” merely implies that the maker of the motion and the person who “Seconds” agree that the motion should come before the meeting and not that he/she necessarily favors the motion. Without a “Second”, if required, the motion dies.
- 9.2 Debate. Debate, if permitted, must be limited to the merits of the issue under discussion as stated by the presiding officer.
- 9.3 Motion Procedures. There are twelve (12) types of motions in three (3) categories: Meeting Conduct Motions (4 types), Disposition Motions (7 types), and Main Motions (1 type)*. When any motion is pending, any motion listed above it on the chart below is in order; those below it are out of order.

* Sections 9.3 through 9.14 are included by permission of Donald A. Tortorice, The Modern Rules of Order, ABA Publishing, 2nd Edition.

Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	Resolved by Chair No Vote	Affirmative Vote by 4 Councilmembers	2/3 Vote
A. Meeting Conduct Motions							
1. point of privilege	yes	no	no	no	yes	no	no
2. point of procedure or order	yes	no	no	no	yes	no	no
3. to appeal a ruling	no	yes	yes	no	no	yes	no
4. to recess	no	yes	yes	yes	no	yes	no
B. Disposition Motions							
5. to withdraw	yes	no	no	no	yes	no	no
6. to postpone	no	yes	yes	yes	no	yes	no
7. to refer	no	yes	yes	yes	no	yes	no
8. to amend	no	yes	yes	yes	no	yes	no
9. to limit or close debate or "call the question"	no	yes	yes	yes	no	no	yes
10. to extend debate	no	yes	yes	yes	no	yes	no
11. to count the vote	no	yes	no	no	no**	no	no
C. Main Motions							
12. to reconsider	yes	yes	if original motion was debatable	no	no	yes	no
13. to rescind	no	yes	yes	yes	no	no	yes
14. to take action	no	yes	yes	yes	no	Yes***	no

** Mandatory if seconded; no vote required.

*** Unless a greater vote is required by the Charter or State Law

9.4 **Point of Privilege.** A point of privilege, sometimes called a point of personal privilege, is a communication from a Councilmember to the presiding officer, drawing urgent attention to a need for personal accommodation. For example, the point may relate to an inability to see or hear, a matter of comfort, a matter of requested convenience, or an overlooked right of privilege that should have been accorded to the Councilmember(s). In essence, it is a call to the presiding officer for the purpose of assuring a Councilmember's convenient and appropriate participation in the meeting. Because of its urgent nature, a point of privilege can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, it cannot be debated or amended, and no vote is required.

** Mandatory if seconded; no vote required.

- 9.5 Point of Procedure or Order. A point of procedure, sometimes called a point of order, is a question addressed to the presiding officer, no seconding is required, and either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the presiding officer. A point of procedure can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, a second is not required, and it cannot be debated or amended, and no vote is taken.
- 9.6 To Appeal a Ruling. Decisions or rulings of the presiding officer are final on questions of procedure, except that any ruling by the presiding officer's ruling can be appealed to a vote of the Council. Whenever a Councilmember questions the appropriateness or essential fairness of the presiding officer, that member can appeal the ruling to a vote of the meeting. If, however, a motion is out of order as a matter of law (not a proper subject of the meeting, improper notice given, etc.), the presiding officer's ruling cannot be appealed. A motion to appeal cannot interrupt a speaker. To prevent frivolous appeals, a second is required. The motion is subject to debate (which should be brief) and, by its nature, is not amendable. To overrule a procedural decision of the presiding officer, an affirmative vote of four (4) Councilmembers is required.
- 9.7 To Recess. A motion to recess requests a brief interruption of the meeting's business, usually so that an ancillary matter can be addressed, or simply to provide a needed break. Unless stated in the motion, the period of recess is decided by the presiding officer. If necessary, a recess can extend the meeting from one day to another, subject to State law. The motion cannot interrupt a speaker, and a second is required. It is debatable, it can be amended, and an affirmative vote of four (4) Councilmembers is required.
- 9.8 To Withdraw. Only the maker of the motion can make a motion to withdraw it. It is essentially a communication to the presiding officer that the maker is withdrawing his/her proposal. This is the maker's privilege; thus, it does not require a second. Because the withdrawal motion obviates discussion, it can interrupt a speaker. In addition, because another Councilmember later can make a similar motion, a withdrawal motion is not subject to debate, amendment, or vote. The presiding officer should simply state that the motion is withdrawn, and the meeting should proceed with a new treatment of the issue at hand—or a new issue.
- 9.9 To Postpone or Extend. These motions may arise from a need for further information, a matter of convenience, or for any other reason that will enable the Council to deal with the issue more effectively during the same meeting or at a later time. Unless otherwise specifically provided in the motion itself, a postponed or extension motion can be renewed at a later appropriate time during the meeting or, if properly posted, at a later meeting. This motion cannot interrupt a speaker. It requires a second, it is debatable, and it is amendable (particularly as to postponement, timing), and an affirmative vote of four (4) Councilmembers is required.
- 9.10 To Refer. A motion to refer is typically used to submit an issue to a committee, usually for study leading to a subsequent recommendation. Because it ordinarily disposes the motion for purposes of the current meeting, a motion to refer is subject to the same rules that apply to a main motion. (See Section 9.14). This motion cannot interrupt a speaker,

and a second is required. It is debatable and amendable, and an affirmative vote of-four (4) Councilmembers is required.

- 9.11 To Amend. A motion to amend proposes a change in the wording of a motion then under consideration. When a motion to amend is pending and an amendment to the amendment is proposed, the presiding officer should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main motion. Votes on amendments are thus in reverse order of the sequence in which they are proposed. A motion to amend cannot interrupt a speaker. It requires a second, and it is debatable and amendable. An affirmative vote of four (4) Councilmembers is required for approval of the amendment. Note that State law may restrict amendments to proposals that are required to be set forth in the notice of the meeting.
- 9.12 To Limit or Close Debate or “Call the Question”. Because the extent to which an issue is discussed rests primarily with discretion of the presiding officer, it is the presiding officer who carries the burden of ensuring that adequate time and discussion are given to differing points of view. A motion to limit or close debate is therefore an overruling of the presiding officer’s determination. A motion to close debate is the same as a motion to “call the question”. Because this motion affects the most fundamental right of any Councilmember, the right to speak one’s views, it is the only procedural motion that requires an affirmative vote of two-thirds of participants voting.
- 9.13 To Count the Vote. A motion to count the vote should be limited to those circumstances where the convenient hearing of “yeas” and “nays” cannot clearly resolve the issue. It represents the right of a Councilmember to have a vote demonstrated by count. That count can be directed by the presiding officer either as a showing of hands or a standing of voting members while the vote is recorded. Upon completion of the count, the presiding officer announces the result—and final disposition of the issue voted upon. This motion cannot interrupt a speaker. It requires a second; it is neither debatable nor amendable; and, because of the importance of the matter, it should be considered mandatory; thus, no vote is required.
- 9.14 Motion to Reconsider. Allows a main motion to be brought back before the City Council for consideration. May be made only at the meeting at which the vote to be reconsidered was taken. It may be made by any member of City Council. Any City Council member may second it. It can be made while any other question is pending, even if another member has the floor. It requires a majority vote to pass. A motion may only be reconsidered twice. If the reconsideration is moved while another subject is before the City Council, it cannot interrupt the pending business, but, as soon as the pending business has been disposed of the motion has the preference over all other main motions and general business of the agenda. In such a case the Mayor does not state the question on the reconsideration until the immediately pending business is completed.
- 9.15 Motion to Rescind. The motion to rescind is a main motion without any privilege, may only be made when there is nothing else before the City Council and must be made at the same meeting at which the subject matter of the motion was considered, and it requires a two-thirds vote of the City Council members. It cannot be made if a motion to reconsider has been previously made. The motion to rescind can be applied to votes on all main

motions with the following exceptions: votes cannot be rescinded after something has been done as a result of that vote that the City Council cannot undo; or, where a resignation has been acted upon, or one has been appointed to, or expelled from, a committee or office, and was present or was officially notified. In the case of expulsion, the only way to reverse the action afterwards is to restore the person to the committee or office, which requires the same preliminary steps and vote as is required for the original appointment.

9.16 To Take Action; Main Motions. Main motions state proposed policy or action on a substantive issue being considered by the Council. As such, the motion is an initial call to take particular action. Although lowest in precedence among all motions, main motions are clearly the most important: through their content, the business decisions of the Council are determined. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and an affirmative vote of four (4) Councilmembers is required unless a greater vote is prescribed by the Charter or State law.

9.17 Effect of Abstentions; action on required Abstentions; Effect of non-required Abstentions. The following rules shall apply when a Council Member abstains from voting on an item:

When the Council Member is Legally Obligated to Abstain.

When a Council Member is legally obligated to abstain from voting pursuant to Texas Local Government Code Chapter 171, a local ordinance or the City Charter then the Council Member shall leave the dais and exit City Council Chambers until such time as the debate and vote on the item has been concluded. The City Secretary shall record that the Council Member left the room and abstained from the vote in the official minutes and there shall be no other effect.

When the Council Member as no Legal Obligation to Abstain from Voting.

When a Council Member has no legal obligation to abstain from voting then an abstention shall be recorded in the minutes as an abstention and shall procedurally be treated as a “no” vote.

**ARTICLE 10.
ENFORCEMENT OF DECORUM**

10.1 Warning. All persons other than a recognized speaker shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer may order the person to leave the meeting. The Chief of Police, or such member or members of the Police Department or other persons as the presiding officer may designate, shall be sergeant-at-arms of the Council meetings. If the person so requested does not leave the meeting, the presiding officer may order the sergeant-at-arms to remove such person.

10.2 Removal. Any designated sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the

Council meeting. Upon instruction of the presiding officer, it shall be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council (or successor provision of law).

- 10.3 Resisting Removal. Any person who resists removal by the sergeant-at-arms shall be charged with violating Section 42.05 (a) of the Texas Penal Code.
- 10.4 Motions to Enforce. Any Council member may move to require the presiding officer to enforce these Rules and the affirmative vote of a majority of the Councilmembers present and eligible to vote shall require the presiding officer to do so.
- 10.5 Adjournment. In the event that any meeting is willfully disturbed by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of the individuals who are creating the disturbance, the meeting may be adjourned and the remaining business considered at the next regular or a special meeting or, subject to State law, may be recessed to a set time and date.

ARTICLE 11. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

- 11.1 Standing Committees. The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the Charter, the Code of Ordinances, or State law. Membership and selection of members shall be as determined by the Council if not specified by the Charter, the Code of Ordinances, or State law. No person may concurrently serve on more than one Board unless, by virtue of his/her position on the Council, he/she also holds a position on another Board. Persons related within the second degree by affinity or consanguinity to the Mayor or any member of the Council shall not be eligible to serve on a standing committee. No standing committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the Charter, the Code of Ordinances, or State law.
- 11.2 Special Committees. The Council may, as the need arises, authorize the appointment of “ad hoc” Council committees. Except where otherwise specifically provided by the Charter, the Mayor and the City Council shall appoint the members of the special committees. Any committee so created shall be given a “mission statement” directing its activities. Any special committee shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Councilmembers present and entitled to vote.

ARTICLE 12. CITIZENS’ RIGHTS

- 12.1 Addressing the Council. Any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer.
- 12.2 Manner of Addressing the Council – Time Limit. Each person addressing the Council shall speak at the podium into the microphone (or at another designated location), shall give his/her name and address in an audible tone of voice for the

record, and, unless further time is granted by the Council, shall, subject to Section 12.4 below, limit his/her remarks to three (3) minutes or less. A person who addresses the Council through a translator will limit his/her remarks to six (6) minutes or less. All remarks shall be addressed to the Council as a body, and not to any individual member thereof. No person, other than members of the Council or City staff (when requested by the presiding officer) and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council, unless requested or approved by the presiding officer. No questions shall be asked the Councilmembers, except through the presiding officer. Responses to questions may be limited as required by State law.

- 12.3 Personal and Slanderous Remarks. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, either while addressing the Council or otherwise while in attendance at a Council meeting, may be requested to leave the meeting, pursuant to Article 10 of these Rules, and may be removed from the meeting if necessary for the conduct of the remainder of the meeting. This is not intended to prohibit public criticism of the Council, including criticism of any act, omission, policy, procedure, program, or service unless such is otherwise prohibited by law.
- 12.4 Public Hearings. After being recognized by the presiding officer, interested persons, or their authorized representatives, may address the Council with respect to the subject matter of a public hearing being conducted. The presiding officer may establish procedures at a public hearing to limit the amount of time (which, unless modified by the presiding officer, shall be as set forth in Section 12.2 above) interested persons may speak, subject to the Councilmembers' right to appeal the presiding officer's ruling pursuant to Section 9.6. Subject to modification by the presiding officer, and subject to the Councilmembers' right of appeal pursuant to Section 9.6, the normal order of a public hearing is as follows: (i) the opening of the hearing and the establishment, if any, of a modified public hearing procedure by the presiding officer; (ii) address to the Council by any interested person(s); (iii) discussion by the Mayor and Councilmembers, including requests for information from City staff or any person(s) who addressed the Council; and (iv) action by the Council, if any is posted on the agenda relating to the hearing.
- 12.5 Written Communications. Interested persons, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Secretary, who shall, on the request of the writer, distribute copies to the Councilmembers.
- 12.6 Hearing of Residents. There shall be included on the agenda of each City Council meeting, prior to any items listed on the agenda for action to be taken, an item labeled "Hearing of Residents". After being recognized by the presiding officer, members of the public (giving precedence to residents of the City) may address the Council on items on or not on the agenda at that time, providing they have completed the "Hearing of Residents" form, unless authorized by the presiding officer. The form shall be made available to persons wishing to address the Council prior to the calling of the meeting to order and such completed form shall be made available to the presiding officer prior to the calling of the meeting to order. The persons signed up

for "Hearing of Residents" must speak during the "Hearing of Residents" portion of the meeting. Councilmembers and members of City staff may not discuss unpasted items nor take any action thereon other than to (1) make a statement of factual information, (2) make a statement of existing City policy, or (3) discuss placing the item on a future agenda. Persons speaking shall be subject to the time limits set forth in Section 12.2, unless otherwise authorized by the presiding officer.

**ARTICLE 13.
COUNCIL AND STAFF RELATIONS**

- 13.1 City Manager to Provide Information. The City Manager is directly responsible for providing information to all the Councilmembers concerning any inquiries by a specific Councilmember. If the City Manager or his staff's time is being dominated or misdirected by a Councilmember, it is his responsibility to inform the Mayor or the Council as a whole.
- 13.2 City Manager's Responses to Requests. The City Manager is expected to respond in a timely manner to the Council and Councilmember's requests. When information is requested, the City Manager will estimate a reasonable time frame for collecting the requested information.
- (a) If the City Manager disagrees with the request, he should say so and explain his position.
 - (b) If the City Manager disagrees with individual directives, he should initiate clarification of the Council's will with regard to the individual Councilmember's request.
 - (c) The City Manager may delegate responsibility for the response as necessary and appropriate, but the City Manager will be responsible for its receipt by the Council in a timely manner.
 - (d) The City Manager should maintain a checklist and timetable for requests and other directives of the Council.
 - (e) All Councilmembers will be provided the same written information when any matter under consideration may be of general concern to the Council. There will be no preferential dissemination of information by the City Manager or his staff.
- 13.3 Directions to City Manager. During meetings of the Council, unless a vote is taken, a consensus of the Councilmembers present will be required to direct the City Manager to take any action.
- 13.4 City Manager's Duty to Inform. The City Manager is responsible for keeping the Council informed. The Council should be provided weekly reports outlining progress on outstanding issues as well as information on new issues and opportunities. Additionally, the Council should be informed of City news prior to release of such information to the community, newspaper(s), or other governmental entities, etc.

13.5 Customer Concerns. It is the responsibility of the City Manager to establish procedures for handling customer concerns in all departments with prompt feedback to citizens and Councilmembers.

13.6 City Manager/Council Relations. The City Manager should strive to maintain positive relations with the Council by following these guidelines:

- (a) Work to establish mutual trust with the Council.
- (b) Maintain open lines of communication with the Council and keep Council informed.
- (c) Inform all Councilmembers of educational opportunities, recognizing that an educated Council is in the City's best interest.
- (d) Include the Council in City-sponsored employee social events.
- (e) Conduct orientation sessions for new Councilmembers, including a tour of City buildings and introductions to staff.

* * *

Amended: July 12, 2022

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Volunteers Appointed by Council			
Board of Adjustments			
<p>A municipality may create a board of adjustment to grant special zoning exceptions consistent with local ordinances. The board must have at least five members serving two-year terms, with procedures for appointment, removal, and filling vacancies set by the governing body.</p> <p>The board can include alternate members, must hear cases with at least 75% of members present, and operates under adopted rules with public meetings and recorded proceedings. In some cases, the city’s governing body may act as the board itself.</p> <p>Ref. Texas LGC 211.008</p> <p>Schertz - Membership consists of 5 members and 2 alternates. Members serve two years.</p>	<p>The Board is responsible for:</p> <ul style="list-style-type: none"> Hearing and deciding appeals involving alleged errors in zoning or building code enforcement decisions. Reviewing and approving Special Exceptions when they align with the Code’s purpose and applicable rules. Authorizing variances on appeal when strict enforcement would cause unnecessary hardship, provided they uphold the Code’s intent and serve the public interest. 	<p style="text-align: center;">Liaison (1) Mayor</p>	<p style="text-align: center;">Ralph Rodriguez, Mayor</p>
Building and Standards Commission			
<p>Established by the City Council to serve as an appeal body for decisions made by the Fire Marshal or Building Official. The Board</p>	<p>To ensure consistent and fair enforcement of the City’s building and fire regulations, protect public health</p>	<p style="text-align: center;">Liaison (1)</p>	<p style="text-align: center;">vacant</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
reviews buildings found to be in violation of certain city ordinances or deemed a public nuisance and evaluates proposed amendments to the Building Code and Fire Code.	and safety, and provide recommendations to the City Council on code amendments and other matters related to building and fire safety within the city.		
Capital Improvement Advisory Committee (CIAC)		Liaison	
<p>A political subdivision must create a capital improvements advisory committee before adopting an impact fee. The committee must have at least five members, with at least half coming from the real estate, development, or building industries (and not government employees). If fees apply outside city limits, ETJ) that area must be represented.</p> <p style="text-align: center;">Ref. LGC 395.058</p>	<p>Serves in an advisory capacity and is established to:</p> <ul style="list-style-type: none"> • Advise and assist the City in adopting land use assumptions; • Review the capital improvements plans and file written comments; • Monitor and evaluate implementation of the capital improvements plan; • File semiannual reports with respect to the progress of the capital improvements plan and report to City Council and perceived inequities in implementing the plan or imposing the impact fees; and • Advise the City Council of the need to update or revise the land use assumptions, capital 		vacant

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
	improvements plan, and impact fees.		
Economic Development Corporation (EDC)		Liaison (1)	
<p>The Schertz Economic Development Corporation (SEDC) is a Type B (4B) nonprofit entity, established in 1997, that promotes economic growth in Schertz using a voter-approved sales tax. It supports business attraction, expansion, infrastructure, and quality-of-life projects.</p> <p>SEDC is governed by a seven-member board appointed by the City Council and operates with public accountability, including hearings and performance agreements for funded projects.</p>	<p>The Schertz EDC partners with local stakeholders to promote a business-friendly environment that supports investment and innovation. It focuses on infrastructure, workforce development, and business growth to improve quality of life and attract businesses.</p>	<p>No alternate - (alternate position was created by Councilmember Heyward – does Council wish to continue with an alternate on this board or revert back to having just one liaison?)</p>	vacant
Historical Preservation Committee		Liaison (2)	
<p>The SHPC is committed to sharing the history of Schertz with its residents by means of various public displays, archives, and numerous publications in an effort to promote and conserve the city's cultural history to include its Native American, German, and Mexican influences.</p>	<p>The mission of the Schertz Historical Preservation Committee (SHPC) is to ensure and encourage the preservation of the area's rich history through the collection and maintenance of records, artifacts, documents, and photographs in conjunction with recognizing historical</p>	<p>Liaison + 1 alternate</p>	<p>Ben Guerrero, Councilmember Place 4</p> <p>Robert Westbrook, Councilmember Place 5 (Alternate)</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
	landmark neighborhoods and properties. To preserve the cultural history of the City of Schertz. To educate the community on the history of Schertz and honorary historic designation. Record (in manuscript form or vocally) for retention the memories and knowledge of individuals about people, places, and events relating to the City of Schertz.		
Library Advisory Board		Liaison (1)	
<p>The Schertz Library Advisory Board was created by the Schertz City Council on January 3, 1978, through Resolution #78-R-1 to serve as an advisory body for the Schertz Public Library. The Board is composed of up to twelve members—ten residents of Schertz and up to two from areas outside the city served by the library—appointed by the City Council, with alternate members and officers elected annually to manage board operations.</p>	<p>Advise the City Council, City Manager, and Library Management on library policies, services, and coordination with other municipal functions. The Board collects and reviews information related to library operations, recommends policies, fosters community engagement, and ensures the library effectively serves the residents of Schertz. It does not have authority to obligate city finances, but provides guidance to enhance library services and support the cultural, educational, and informational needs of the community.</p>		<p>Michelle Watson, Councilmember Place 2</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Parks and Recreation Advisory Board		Liaison (1)	
<p>The City of Schertz Parks and Recreation Advisory Board is a nine-member board created by City Council to advise on the development, expansion, and management of the city’s parks and recreational programs. Members, who must be city residents aged 18 or older, serve staggered two-year terms without compensation and represent the community broadly. The board meets at least monthly, adopts internal rules, and provides recommendations to the City Council through the Community Services Director. It functions solely in an advisory role and has no authority to bind or obligate the City Council.</p>	<p>To provide a forum to communicate between the citizens and city officials in the stewardship and conservation of Schertz’s natural and recreational resources, while promoting the well-being of the community and improvement of the quality of life for all residents</p>		<p>Dr. Mark Davis, Councilmember Place 1</p>
Planning and Zoning Commission (P&Z)		Liaison (1)	
<p>Appointed to exercise zoning and land-use powers granted by state law, the City Charter, the Code of Ordinances, and the Unified Development Code (UDC). The Commission recommends boundaries and regulations for zoning districts, reviews master plans and plats, and provides recommendations to the City Council on comprehensive plan amendments, UDC</p>	<p>Guide and regulate the use and development of land within the city to ensure orderly growth, protect property values, and promote the health, safety, and welfare of the community.</p> <p>The Commission evaluates master plans, plats, zoning requests, and</p>		<p>Robert Westbrook, Councilmember Place 5</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
<p>amendments, specific use permits, and zoning requests. It prepares preliminary and final reports, holds public hearings on proposed zoning changes, ensures proper notice to nearby property owners and relevant school districts, and may coordinate hearings jointly with the governing body. In general-law municipalities without a zoning commission, these responsibilities would fall to the governing body itself.</p> <p>Ref. Texas LGC Section 211.007</p>	<p>amendments to the UDC or comprehensive plan, provides informed recommendations to the City Council, and facilitates public input through hearings and notifications.</p> <p>By establishing zoning boundaries, reviewing proposed developments, and coordinating with property owners and school districts, the Commission helps balance development needs with community interests and long-term planning goals.</p>		
Tax Increment Reinvestment Zone II (TIRZ II)		Members (3)	
<p>The TIRZ Board is an 11-members board that was established as required by the Texas Tax Increment Financing Act (Chapter 311, Texas Tax Code). The TIRZ Board’s main role is to oversee the implementation of the TIRZ’s project plan and manage the Tax Increment Fund (TIF) that was created when the zone was established.</p>	<p>Tax increment financing (TIF) is method local governments can use to pay for improvements that will draw private investment to an area. Tax increment financing redirects property tax in a geographic area designated as a Tax Increment Reinvestment Zone (TIRZ) to pay for improvements in the zone. Tax Code Chapter 311 governs tax increment financing.</p>		<p>Ralph Rodriguez, Mayor</p> <p>Dr. Mark Davis, Councilmember Place 1</p> <p>Paul Macaluso, Councilmember Place 3</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Transportation and Safety Advisory Commission (TSAC)		Liaison (1)	
<p>Established by the City Council to provide guidance on transportation safety within the city. The Commission is composed of nine regular members and up to two alternates, all of whom must be residents or employees of the City or its extraterritorial jurisdiction (ETJ) and at least 18 years old. Members are appointed by the City Council for two-year terms, with vacancies filled by the Council for the remainder of the term. TSAC members serve without compensation and may be removed by the City Council at any time. The Commission is supported by City staff, including representatives from engineering, public works, and police departments, who serve as ad hoc members to assist in the Commission’s duties.</p>	<p>To investigate transportation safety issues and recommend strategies to improve road safety, convenience, and quality of life for Schertz residents. The Commission develops transportation safety plans, reviews proposed traffic ordinances, prepares educational and promotional materials, and coordinates with other city boards such as the Planning and Zoning Commission and the Economic Development Corporation. TSAC may also participate in research, conferences, or fact-finding trips related to transportation safety, fostering a collaborative partnership between citizens and the city to promote secure, efficient, and well-maintained roadways.</p>		<p>Dr. Mark Davis, Councilmember Place 1</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Mayor/Councilmember Appointments			
Animal Services Advisory Committee			
<p>(a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.</p> <p>(b) The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization.</p> <p>(c) The advisory committee shall meet at least three times a year.</p> <p>Ref. Texas Health & Safety Code Sec. 823.005</p>	<p>To encourage responsible pet ownership by providing an animal registration program, field enforcement services, educational services, and life safety services. The humane care and successful adoption and placement of stray and unwanted animals and the eradication of rabies from the community's animal population.</p>	<p>One elected official only per statute – no liaisons</p>	<p>vacant</p>
Audit Committee			
<p>Responsible for compliance with the Local Government Code and City Charter by having an annual audit completed and making recommendations to Council. Meets at least one time per year at City Hall, traditionally in the afternoon. Representative is appointed by the Mayor. (Three elected officials-the Mayor and two Councilman)</p>		<p>Mayor + 2 councilmembers</p>	<p>Ralph Rodriguez, Mayor</p> <p>Michelle Watson, Councilmember Place 2</p> <p>vacant</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Terms are equivalent to terms of office or at pleasure of the Mayor.			
Cibolo Valley Local Government Corporation (CVLGC)		Ex-Officio Member, Alternate, and Board members (2)	
<p>Originally the cities of Cibolo, Converse, Schertz, Seguin and Selma met to form this water corporation. Currently the Cibolo Valley Local Government Corporation (CVLGC) is owned equally by the cities of Schertz and Cibolo. This partnership was formed to explore additional water supply options for member communities. To date no water has been permitted for production, but the Corporation holds leases for water rights in Wilson County. The Board meets Quarterly on the fourth Thursday of the month with meeting locations alternating between Schertz and Cibolo.</p> <p>Boardmembers are nominated by the Public Works Department and approved via resolution by Council.</p>	Not a committee of the City of Schertz, but a separate corporation owned equally by the cities of Schertz and Cibolo.		<p>Michelle Watson, Councilmember Place 2</p> <p>Robert Westbrook, Councilmember Place 5 (Alternate)</p> <p>Brian Edgington, Board member</p> <p>Dan Swart, Board member</p>

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Hal Baldwin Scholarship Committee		Members (2)	
Committee reviews and evaluates applications for the Hal Baldwin Scholarship. The Committee assesses eligible high school seniors who are residents of Schertz and makes recommendations for awarding scholarships to support postsecondary education and encourage careers in public service.	To honor the legacy of Mayor Hal Baldwin by promoting public service among youth, ensuring a fair and competitive selection process, and recommending scholarship recipients who demonstrate the potential to contribute to the community through public service careers.		Paul Macaluso, Councilmember Place 3 Ben Guerrero, Councilmember Place 4
Interview Committee		Members (3)	
Established under the Council Rules of Conduct and Procedure to provide a structured and consistent process for evaluating applicants for appointment to City boards, committees, and commissions. The committee is composed of three City Councilmembers, the chairs (or their designees) of the Planning and Zoning Commission, the Economic Development Corporation, and the respective board or commission of the applicant, with members serving in an advisory or voting capacity as specified. While not subject to the Texas Open Meetings Act, the committee operates under the Texas Public Information Act and maintains all records according to City and state guidelines.	To ensure a transparent, fair, and organized process for reviewing and recommending candidates for City board, committee, and commission appointments. The committee coordinates interviews, communicates recommendations to the City Council, facilitates sensitive and professional candidate notifications, and supports reappointment and vacancy processes to maintain continuity and effectiveness in the city's volunteer governance structure.		Dr. Mark Davis, Councilmember Place 1 Paul Macaluso, Councilmember Place 3 vacant

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
Investment Committee		Members (3)	
Established to provide guidance to the City Manager regarding the management of the City's investments. The committee is composed of representatives appointed by the Mayor, including the Mayor, two City Councilmember, and designated City staff members.	To advise the City Manager on the City's investment policies, strategies, reporting, and performance, ensuring that the City's financial assets are managed prudently, transparently, and in accordance with applicable laws and City objectives.		Ralph Rodriguez, Mayor Ben Guerrero, Councilmember Place 4 vacant
Main Street Committee		Members (4)	Members (4)
Established in March 2017, composed of the Mayor and three City Councilmembers. The committee serves as a forum to meet, discuss ideas, and explore potential plans concerning Main Street.	To study issues, improvements, and policies affecting Main Street and provide recommendations to the full City Council. The committee aims to support thoughtful planning, promote community enhancement, and ensure that changes to Main Street align with the City's goals and vision.	Mayor + 3 Councilmembers	Ralph Rodriguez, Mayor Dr. Mark Davis, Councilmember Place 1 (Chair) vacant vacant
Schertz-Seguin Local Government Corporation (SSLGC)		Member (1)	
Created as a wholesale water supply system. The Carrizo Aquifer is utilized for this purpose to benefit the Cities of Schertz and Seguin. SSLGC was formed in December 1998 under Subchapter D of Chapter 431 of the Texas Transportation Code. SSLGC is governed by a board which consists of five	Not a committee of the City of Schertz, but a separate corporation owned equally by the cities of Schertz and Seguin.		Robert Westbrook Councilmember Place 5

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
<p>directors and two ex-officio appointed by the city councils of Schertz and Seguin. SSLGC began actual production in September 2002 and has continued to grow to serve the Cities of Schertz and Seguin as their primary water source. SSLGC maintains a strong wholesale water customer base including contracts with the Cities of Selma, Universal City, and Converse, as well as Springs Hill Water Supply Corporation and the San Antonio Water System.</p> <p>Boardmembers are nominated by the Public Works Department and approved via resolution by Council.</p>			
Schertz Senior Center Advisory Board		Liaisons (3)	
Recently moved under City umbrella		2 Liaisons + 1 Alternate	Ralph Rodriguez, Mayor (Alternate) Michelle Watson, Councilmember Place 2 vacant
Mayor Appointments			
Schertz Housing Authority		Liaison (1)	

**CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS
COUNCIL LIAISON ASSIGNMENTS
AS OF 06/01/2026**

Board, Commission, or Committee	Purpose/Mission	Council Member/Liaison	Appointee
<p>A municipal entity established in 1977 to provide safe, affordable housing in the City of Schertz. It administers Public Housing and Housing Choice Voucher (HCV) programs for elderly, disabled, and low-income residents. Governed by a five-member board appointed by the Mayor, it owns 76 public housing units and manages 157 vouchers, including project-based partnerships with private developers.</p> <p>Nominations for Boardmembers are submitted by the Schertz Housing Authority to the Mayor for approval.</p>	<p>To provide affordable housing that promotes stability, dignity, and quality of life. The Authority addresses local housing needs, partners with private developers to expand opportunities, and effectively administers Public Housing and Housing Choice Voucher programs to support safe, accessible, and sustainable housing in the City of Schertz.</p>		<p>Dr. Mark Davis, Councilmember Place 1</p>

ORDINANCE NO. 18-M-06

AN ORDINANCE BY THE CITY OF SCHERTZ, TX AMENDING CITY COUNCIL CODE OF ETHICS; AMENDING SECTION 2 CONFIDENTIALITY OF INFORMATION SHARED IN EXECUTIVE SESSION, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Schertz has previously adopted a Code of Ethics; and

WHEREAS, the City Council through its action taken on January 19, 2018 desires to update the existing City Council Code of Ethics Section 2 "Confidentiality of Information shared in Executive Session; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend, update, and clarify the Code of Ethics as they relate to dealing with the closed meetings.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS:

Section 1. That the City Council Code of Ethics Section 2 be amended as follows:

- a. Council member should keep all matters discussed in closed session confidential.
- b. Any Council member who is found to have violated state law with regards to the conduct of closed sessions shall be deemed to have violated the Codes.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.


PASSED ON FIRST READING, the 6TH day of February 2018.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 13th day of February 2018.



Mayor, Michael R. Carpenter

ATTEST:



City Secretary, Brenda Dennis

(Seal of City)



City Council Code of Ethics

Introduction

The City Council Code of Ethics (the “Codes”) applies only to the members of the City Council: the Mayor, the Mayor Pro-Tem and the other City Council members. Furthermore, all provisions of the Codes apply equally to the Mayor, Mayor Pro-Tem and City Council members, who must follow the content of the Codes as well as the spirit.

It is the policy of the City Council that all of its members shall abide by federal and state law. It is also the policy of the City Council that all of its members shall abide by the provisions set forth in the City Charter and all City ordinances and policies, including the Codes.

Purpose

By adopting these Codes, Council members commit to:

- transparent and accountable governance;
- honest, fair and respectful dealings with fellow Council members, City staff, and the wider community; and
- working together to deliver the best outcomes for the long-term interests of the City.

These standards, together with the ongoing requirement for Council members to abide by Council policies, as they change from time to time, will ensure that public trust and confidence in the City Council is enhanced.

Limitations

The Codes are intended to support, explain or otherwise clarify the articles set forth in the City Charter or to exercise the specific right given to the City Council in the City Charter in Article III, Section 3.01 and Article IV, Section 4.08, to exercise its governmental powers. Nothing in the Codes is intended to contradict or supersede the City Charter or state law.

Procedure

1. Council Member and Board, Committee or Commission Member Interactions
 - a. City boards, committees and commissions are formed in order to provide independent recommendations to Council and, in the case of some commissions, to conduct hearings in order to make determinations, which may or may not be subject to appeal to the Council.
2. Council Members Serving as Council Liaisons
 - a. A Council liaison is a Council member who is specifically assigned to be the liaison between the City Council and a board, committee or commission. The



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primary role of the liaison is that of facilitator of communications between the board, committee or commission and the Council. A Council member who is appointed to sit as a member of a board, committee or commission is not a liaison for purposes of this policy.

- b. A Council liaison shall facilitate communications between the board, committee or commission and the Council. The liaison should not be an advocate for the board, committee or commission, give direction to a board, committee or commission or influence a decision of a board, committee or commission. The liaison may, however, assist and provide guidance to a board, committee or commission with their work plans or agendas.
- c. A Council Liaison Acts as the:
 - i. Spokesperson on behalf of the Council *when so directed by the Council*.
 - ii. Contact person, if the board, committee or commission (or an individual board, committee or commission member) wants such a channel of communication.
 - iii. Council representative present to identify procedural and structural issues relating to the effective functioning of the board, committee or commission for Council.
- d. Council Liaison Participation Expectations:
 - i. Attendance is discretionary with the Council member. Attendance as a liaison at a board, committee or commission meetings is not required.
 - ii. Liaisons shall have no vote on the board, committee or commission.
 - iii. Liaison attendance at board, committee or commission retreats is discouraged unless attendance is requested by the board, committee or commission.
 - iv. Liaisons do not have a right to be in attendance at board, committee or commission closed sessions and shall abstain from attending such closed sessions unless invited to attend by the collective board, committee or commission.

Ethical Conduct Rules

1. Ethical Conduct Rules for all City Council Members
 - a. During City Council meetings, City Council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council.



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- b. During City Council meetings, a City Council member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.
- c. During City Council meetings, a City Council member desiring to question the administrative staff shall address questions to the City Manager, who shall be entitled either to answer the question(s) or designate a member of City staff. Such designation may occur at any time, including prior to a City Council meeting. City Council members shall not berate nor admonish staff members.
- d. During City Council meetings, a City Council member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, to raise a point of order, procedure or privilege, or unless the speaker chooses to yield to questions from another member. If a City Council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the City Council.
- e. During City Council meetings, City Council members shall confine their questions to the particular matters before the assembly, and in debate, shall confine their remarks to the issues before the City Council.
- f. During City Council meetings, when there is more than one speaker on the same subject, City Council members will delay their comments until after all speakers on the subject have been heard.
- g. Council members shall clearly state when he/she has been directed by Council to speak on behalf of the City Council at the meeting of any board, committee or commission. All other commentary offered before a board, committee or commission is deemed to be the personal opinion of the Council member.
- h. Council members shall not speak on behalf of the Council at any place or time unless they have been so directed by the body of the City Council. Any commentary offered at any time, in public or otherwise, is deemed to be the personal opinion of the City Council member speaking.



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- i. Council members shall not speak to any board, committee or commission member on any matter that may come before the Council in a manner designed to influence the member.
 - j. No Council member shall privately lobby any member outside of the meetings in an attempt to influence his or her individual vote.
 - k. Any Council member who has testified on his or her own behalf or as a witness before a board, committee or commission on any administrative action which then comes to Council is disqualified from participating as a Council member on the matter *only if there is a legal conflict of interest*.
2. Confidentiality of Information Shared in Closed Session
- a. Council members should keep all matters discussed in closed session confidential.
 - b. Any Council member who is found to have violated State Law with regards to the conduct of closed sessions shall be deemed to have violated the Codes.
3. Individual Members of Council Providing Direction or Instruction to the City Manager or Staff
- a. Only the City Council, acting as a body, is permitted to provide direction and instruction to the City Manager, City Secretary, City Attorney or the City Judge (or Judges) regarding any matter confronting the City, whether policy-related or otherwise.
 - b. No member of Council (specifically including the Mayor, the Mayor Pro-Tem and the individual Council members) shall, at any time, give individual instruction to, attempt to define policy for, or make any demand of the City Manager, City Secretary, City Attorney or the City Judge (or Judges) or any member of staff.
 - c. No member of Council shall attempt to influence the City Manager, City Secretary, City Attorney, City Judge (or Judges) or any member of staff to circumvent City rules, policies or ordinances.



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- d. Any member of Council may, of course, at any time, make requests of the City Manager, City Secretary, City Attorney or the City Judge (or Judges) or any member of staff for information, assistance, or other help as may be necessary, so long as no orders, threats, promises, intimidations, or ultimatums, explicit or implicit, are issued.
- e. The single exception to this rule is that in times of emergency lawfully declared by the Mayor, the Mayor may act independently as to matters of urgent need until a meeting of the Council, in quorum, can be called.
- f. Any member of Council giving individual instruction or making a demand of the City Manager, City Secretary, City Attorney or the City Judge (or Judges) or any member of staff, with the exception of times of emergency lawfully declared by the Mayor, during which time the Mayor may act independently until a meeting of the Council, in quorum, can be called, shall be deemed to have violated the Codes.

4. City Council Media Communication Guidelines

- a. Effective media relations best serves the City by providing accountability to the public and transparency of government, ensuring accurate information is conveyed to the public, establishing and maintaining an accurate public perception of the City; informing residents of City programs and services, and promoting the City's achievements, activities and significant events.
- b. Council Members and the Mayor have been elected to represent our community and are free to speak to the media on any subject. This policy and its included guidelines are intended to ensure that accurate consistent information is provided to the media and that City Council's integrity and professional image is preserved.
- c. Guidelines:
 - 1. Council Members and the Mayor have the right to express personal opinions on any issue, but must make it clear that they are speaking for themselves, are not speaking in an official capacity for the City, and are not speaking on behalf of City Council, unless the position has been adopted by the City Council;
 - 2. All conversations with a member of the media should be treated as on the record.
 - 3. Where time permits City Council members and the Mayor should communicate with the City's Public Information Officer prior to interviews with the media; otherwise all interviews with a member of the media should be reported to the



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City's Public Information Officer as soon as reasonably possible after the interview.

4. There are certain highly sensitive issues that may require greater discretion when speaking to media. These issues include:
 - i. Legal issues, including liability issues and pending litigation;
 - ii. Personnel issues, including those surrounding existing and former employees;
 - iii. Questions that involve police or fire investigations; or
 - iv. A community-wide situation or emergency.

It is highly encouraged that City Council members and the Mayor contact the City Manager for any relevant information prior to commenting on such matters.

Violations

1. Violation of the Code of Ethics
 - a. Council members are expected to abide by the Codes at all times.
 - b. Any Council member not adhering to the Codes shall be in violation of said Codes.
2. Violations of Provisions of the City Charter
 - a. Council members are expected to abide by the articles set forth in the City Charter.
 - b. Any Council member who acts in violation of or in a manner inconsistent with the provisions of the City Charter shall be deemed to have violated the Codes.



3. Violations of Law or Policy by Council Members

Depending on the circumstances of alleged violations of law or policy, the Council may initiate an investigation of the allegations prior to the filing of a request for any of the actions described in this policy.

Nothing in this policy shall preclude individual Council members from making public statements regarding such alleged conduct.

In deciding whether or not to open an investigation (whether pursuant to these rules or pursuant to Article IV, Section 4.10 of the City Charter), City Council should consider:

- a. whether a Council investigation may compromise other investigations regarding the same alleged actions, and, if the actions may result in criminal charges, whether the right of the accused Council member to a fair jury trial may be compromised by proceeding with an investigation;
- b. if persons involved in the allegations may choose to exercise their constitutional right against self-incrimination, which may limit the investigation's ability to present a full picture of alleged events; and
- c. how to ensure the protection of rights of those accused of violations of law or policy, those making such accusations, and those who have information regarding the accusations.

At any point during any of the processes described in this policy, the Council may refer the matter, as appropriate, to the Bexar, Comal or Guadalupe County District Attorney, the Texas Elections Commission, or to another law enforcement agency, for investigation. Following such a referral, the Council may proceed with any actions it chooses to take under the provisions of the City Charter.

Reporting Violations

Any suspected violation or alleged violation by a Council member must be reported to the Mayor. Any suspected violation or alleged violation by the Mayor shall be reported to the Mayor Pro-Tem and the City Attorney. In the case of a City staff member making the report regarding a Council member, the report shall be made to the City Manager, who will then report it to the Mayor. Upon report, the City Manager and City Attorney will assist the Mayor (or the Mayor Pro-Tem regarding a report concerning the Mayor) in following the procedures addressing violations or alleged violations.



Procedure for Conducting Inquiries

The role of leading an inquiry of any Council member for any violation or alleged violation of this policy lies with the Mayor, Mayor Pro-Tem, and, if approved by Council, an independent attorney or investigator. If the Mayor is the subject of an inquiry, the Mayor Pro-Tem, or the next ranking official by seniority and, if approved by Council, an independent attorney or investigator will lead the inquiry. The City Attorney shall not conduct the investigation of any Council member.

All Council members who are not the subject of an inquiry have a right to participate in the inquiry process regarding violations or alleged violations and their subsequent enforcement.

Any member of the Council who is the subject of an inquiry shall have the ability to provide a written statement responding to the findings of the inquiry.

Enforcement of Violations

The members of City Council have the obligation to govern themselves responsibly in the enforcement of any violation of this policy. The objective for establishing rules of enforcement pertaining to this policy is to provide fair, consistent, concise, and efficient guidelines for the use of enforcement against violations of this policy. As a general matter, enforcement of this policy may be progressive, but circumstances may indicate that strong actions be taken immediately. Furthermore, Council is not bound to the enforcement guidelines of this policy, and should make decisions on a case-by-case basis. City Council, as a collective body, may change the order of the disciplinary steps listed below, or may choose not to use any step, depending on the circumstances under review.

City Council members may take any appropriate disciplinary action including, but not limited to:

- Cautioning
 - Cautioning is identified as a verbal reprimand due to a violation of the policy. The cautioning is only a verbal reprimand and shall not be recorded.
 - A cautioning shall only be administered in private by the Mayor with only one (1) member of Council present. If the Mayor is receiving the cautioning, it shall be administered in private by the Mayor Pro-Tem with only one (1) member of Council present.

- Correction



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- Correction is identified as a verbal reprimand due to multiple policy violations. The correction of any Council member, including the Mayor, will not be administered in writing and shall be conducted in accordance with the Open Meetings Act.
 - A quorum of Council plus one (1), including the corrected Council member, shall be present during the correction of another Council member.
 - The City Attorney shall be notified of the correction before the correction is administered and the City Attorney shall be present during the administration of the correction.
- Censure
 - The act of placing a Council member under censure is an official and public reprimand of a City Council member by the body of the City Council for multiple and/or serious infractions against the City Council Code of Ethics. Therefore, City Council Members who are placed under censure are considered to be 'not in good standing' with the body of the Council.
 - The censure of any Council member, including the Mayor, shall be administered in writing.
 - Censure may last up to sixty (60) days or as appropriately defined by City Council on a case by case basis.
 - At the end of the censure period, the censure has expired and shall not be extended.
 - A Council member placed under censure may return to a good standing status once their censure period has ended.
 - The body of the City Council may determine to end the censure period of a Council member prior to the conclusion of said period at their discretion.
 - All censure hearings shall be conducted in accordance with the Open Meetings Act.
 - Because censures are administered in writing, a censure must be publicly voted on in open session of City Council. The censure of any Council member must be passed by a 2/3 supermajority vote.

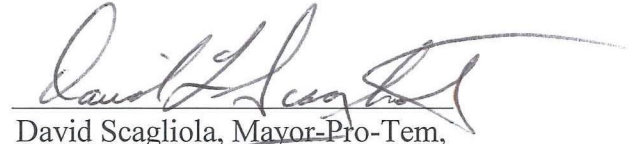


2-13-18 Final

The following Members of Council have received and agreed to place their signatures on this adopted document this 6th Day of February 2018.



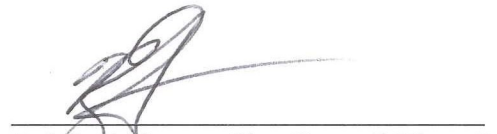
Michael R. Carpenter, Mayor



David Scagliola, Mayor-Pro-Tem,
City Council Place 5



Mark Davis, City Council Place 1



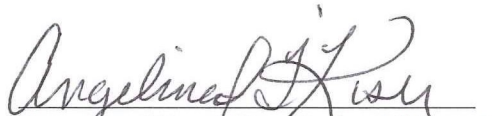
Ralph Gutierrez, City Council Place 2



Scott Larson, City Council Place 3



Cedric Edwards, Sr., City Council Place 4



Angelina Kiser, City Council Place 6



Bert Crawford, City Council Place 7

Boards, Committees, & Commissions (BCCs) Council Liaison and Member Assignments

Toward a Transparent and Consistent Assignment Policy

Councilmember Assignments Members vs. Liaisons

Member

Rights & Responsibilities

VS

Liaison

Rights & Responsibilities

Member
Actively participates in discussion
Attendance is required
Voting Rights
Liaison
Facilitate communication between BCC & Council
Act as spokesman for Council only when directed by Council
Attendance encouraged, but not required. Attendance at any BCC retreat is discouraged.
Should not attend closed sessions
Identify procedural or structural issues relating to the effective functioning of the BCC
No Voting Rights

Animal Services Advisory Committee

Statutory Requirements for membership

One Councilmember appointed as a member –
seat was held by Councilmember Heyward;
currently vacant

No liaisons permitted

Schertz Senior Center Advisory Board

Recently moved under City Umbrella – so
rules need to be established

Currently advisory board consists of members
of the Senior Center

2 Liaisons
1 Liaison – Alternate

Schertz Housing Authority




Mayor appoints board members
Historic records show resolutions were
created and passed; current process shows
the appointments are not brought forward
to Council

1 Liaison

Mayor/Council Members/Liaisons

Audit Committee	Mayor Liaisons - 2
CVLGC	Ex-Officio Alternate - 1
Hal Baldwin Scholarship Committee	Members - 2
Interview Committee	Members - 3
Investment Committee	Members - 3
Main Street Committee	Members - 4
SSLGC	Member- 1


Mayor/Council Current Assignments (Interview Committee BCC)

Board of Adjustment (BOA)	Mayor
Building and Standards Commission	(vacant) 
Capital Improvement Advisory Committee (CIAC)	(vacant) 
Economic Development Corporation (EDC)	(vacant) 
Historical Preservation Committee (SHPC)	Guerrero Westbrook-Alternate
Library Advisory Board	Watson
Parks and Recreation Advisory Board	Davis
Planning and Zoning Commission (P&Z)	Westbrook
Tax Increment Reinvestment Zone II (TIRZ II)	Mayor Davis Macaluso
Transportation and Safety Advisory Commission (TSAC)	Davis

Mayor/Council Current Assignments (non-Interview Committee BCC)

Animal Services Advisory Board	(vacant) 
Audit Committee	Mayor Watson (vacant) 
CVLGC	Ex-Officio - Watson Alternate - Westbrook
Hal Baldwin Scholarship Committee	Macaluso Guerrero
Interview Committee	Davis Macaluso (vacant) 
Investment Committee	Mayor Guerrero (vacant) 
Main Street Committee	Mayor Davis (vacant – 2) 

Mayor/Council Current Assignments (non-Interview Committee BCC cont.)

SSLGC	Westbrook
Schertz Housing Authority	Davis
Senior Center Advisory Board	Mayor Watson (vacant) 

Current Assignment
 Process based on
 Council Seniority
 and/or Place
 and reviewed
 annually in
 December in
 accordance with
 Ordinance 22-M-29

Mayor/Council	Member	Liaison
Mayor Rodriguez	Audit Committee Investment Advisory Committee Main Street TIRZ II	Board of Adjustment Senior Center (Alternate)
Dr. Mark Davis	Interview Committee Main Street TIRZ II	Parks & Rec Housing Authority TSAC
Michelle Watson	Audit Committee SSLGC (Ex-Officio)	Library Advisory Senior Center
Paul Macaluso	Interview Committee Hal Baldwin Scholarship TIRZ II	
Robert Westbrook		SSLGC (Alternate) P&Z Historical Preservation CVLGC (Alternate)
Ben Guerrero	Hal Baldwin Scholarship Investment Advisory	Historical Preservation

Current Assignment
Process based on Council
Seniority and/or Place
and reviewed annually in
December in accordance
with Ordinance 22-M-29
(cont.)

Mayor/Council	Member	Liaison
Dr. Robert Sheridan		
Sarah Dietz		

Current Member & Liaison Vacancies

Board	Member	Liaison
Animal Services	1	N/A
Audit Committee	1	N/A
Building & Standards	N/A	1
EDC	N/A	1
Interview Committee	1	N/A
Investment Advisory	1	N/A
Main Street	2	N/A
SSLGC	-	1 (Alternate)
Senior Center	N/A	1

Principles for Assignment

Transparency – how are assignments made?

Fairness – have all Councilmembers been given a meaningful opportunity to express interest?

Continuity – does this assignment benefit from institutional knowledge?

Rotation – are members given a reasonable opportunity to serve in different areas over time?

Qualifications & Interest – does the assignment consider experience, expertise, and a willingness to serve?

Workload balance – are the high-demand assignments proportionately dispersed?

Public trust – are the assignments done in a manner to avoid unnecessary concentration of influence?

Important Factors

Seniority – brings institutional knowledge, continuity, historical perspective, and network depth

Rotation and Continuity – balancing between continuity and opportunity

- Request to continue when continuity is important
- Request to rotate to new assignment annually
 - Provide newer members with meaningful committee experience
 - Long-term service on the same assignment should be reviewed periodically
 - High-impact assignments should not remain indefinitely concentrated among the same members unless Council determines continuity is necessary

Items for Consideration

Following the November election cycle, the City Secretary provides Council with a list of all member, liaison, alternate, and vacancy positions

Each Councilmember submits a preference form identifying:

- Preferred assignments
- Relevant experience or qualifications
 - Current workload
- Interest in continuing or rotating off current assignments

Mayor, City Secretary, or designated Council prepares a proposed slate using adopted criteria

Criteria should include seniority, workload balance, experience, subject-matter knowledge, continuity, member interest, avoiding concentration of influence, statutory requirements, and opportunities for rotation.

Chair, member, liaison, and alternate roles are identified separately

The proposed slate is placed on a Council agenda for discussion/action

Mid-year changes are placed on an agenda and approved by Council

References

Ordinance 18-M-06
Council Code of Ethics
Procedure

#1 Council Member and Board, Committee,
Commission Interactions;

and

#2 Council Members Serving as Council Liaisons

Ordinance 22-M-29
Council Rules and Procedures

Section 5.3 - Appointment Procedures for City
Council Liaison Positions to the City of Schertz
BCCs

Ordinance 26-M-028
Council Rules and Procedures

Article II. Creation of Committees, Boards, and
Commissions

Appendix

BCC Members Appointed by Council via Interview Committee Recommendation

Board of Adjustment (BOA)	Library Advisory Board
Building and Standards Commission	Parks and Recreation Advisory Board
Capital Improvement Advisory Committee (CIAC)	Planning and Zoning Commission (P&Z)
Economic Development Corporation (EDC)	Tax Increment Reinvestment Zone II (TIRZ II)
Historical Preservation Committee (SHPC)	Transportation and Safety Advisory Commission (TSAC)

Mayor/Council Members/Liaisons

Board of Adjustment (BOA)	Liaison - 1
Building and Standards Commission	Liaison - 1
Capital Improvement Advisory Committee (CIAC)	Liaison - 1
Economic Development Corporation (EDC)	Liaison - 1
Historical Preservation Committee (SHPC)	Liaison - 1 Liaison Alternate - 1
Library Advisory Board	Liaison - 1
Parks and Recreation Advisory Board	Liaison - 1
Planning and Zoning Commission (P&Z)	Liaison - 1
Tax Increment Reinvestment Zone II (TIRZ II)	Members - 3
Transportation and Safety Advisory Commission (TSAC)	Liaison - 1

**BCC Members
Appointed by Mayor
and/or Council
(not subject to Interview
Committee process)**

Animal Services Advisory Committee*	Investment Committee
Audit Committee	Main Street Committee
Cibolo Valley Local Government Corporation (CVLGC)	Schertz-Seguin Local Government Corporation (SSLGC)
Hal Baldwin Scholarship Committee	Schertz Senior Center Advisory Board**
Interview Committee	Schertz Housing Authority

Council Recommendations for Process Forward