

## **City Council Rules of Procedure**

### **General Order**

Regular City Council meetings will generally contain the following sections, unless otherwise specified.

- 1) Executive Session
- 2) Preliminary Open Meeting
- 3) Regular Meeting

### **Executive Session**

City Council may conduct an Executive Session during any regular or specially called meeting, or anytime otherwise authorized by State law, to consider or hear any matter which is authorized by State law to be heard or considered in Executive Session.

### **Preliminary Open Meeting**

- 1) Mayor calls the meeting to order and establishes a quorum
- 2) Staff presentations (may include external organizations or consultants)
- 3) City Council may provide direction and vote on items as deemed necessary

### **Regular Meeting**

- 1) Mayor calls the meeting to order and establishes a quorum
- 2) Invocation
- 3) Pledge of Allegiance and Texas Pledge
- 4) Proclamations and Special Recognitions
- 5) Comments of Public Interest
- 6) Consent Agenda
- 7) Items for Individual Consideration
  - a) Non-Public Hearing Items
  - b) Public Hearing Items

### **Public Hearings**

The procedure for the conduct of public hearings is generally, but not required to be, as follows:

- 1) City Secretary reads the caption
- 2) Staff presents
- 3) Mayor asks if City Council has any questions for staff
- 4) City Council asks staff questions
- 5) Mayor opens the public hearing
- 6) Applicant has the opportunity to present to City Council
- 7) Mayor asks if City Council has questions for the applicant
- 8) City Council asks applicant questions
- 9) Mayor asks if members of the public have questions or comments

- 10) Members of the public speak
- 11) Mayor closes the public hearing.
- 12) City Council deliberates and approves, denies or tables the item.

A public hearing may be continued to any subsequent meeting subject to the provisions of the Texas Open Meetings Act. City Council takes action by approving, denying or tabling an item. The public may comment any time prior to City Council's deliberation of an item.

### **Non-public Hearings**

The procedure for the conduct of non-public hearings is generally, but not required, to be as follows:

- 1) City Secretary reads the caption
- 2) Staff presents
- 3) Mayor asks if City Council has any questions for staff
- 4) City Council asks staff questions
- 5) City Council deliberates and takes action

City Council takes action by approving, denying or tabling an item. The public may comment any time prior to City Council's deliberation of an item.

### **Motions**

Motions may be made by any member of City Council, including the Mayor. Any member of City Council, including the Mayor, may second a motion.

The following is the general procedure for making motions:

- 1) Any member of City Council who wishes to make a motion, shall first obtain the floor.
- 2) Any member of City Council who wishes to second a motion shall do so by making a request to the Mayor.
- 3) Once the motion has been properly made and seconded, the Mayor shall open the matter for discussion to any member of City Council properly recognized by the Mayor.
- 4) Once the matter has been fully discussed and the Mayor calls for a vote, City Council votes on the motion.

A motion must receive a second from another member of City Council before it may be discussed. If no second is received, the motion fails. No other motions can be considered, other than a motion to amend, until the first motion is voted on. A member of City Council shall not make the same motion twice.

### **Motion to Amend**

When a motion is on the floor and an amendment is offered, the amendment shall be voted on, followed by a vote on the main motion as amended.

### **Motion to Table**

A motion to table will delay consideration by City Council.

The following is the general procedure for tabling an item:

- 1) A member of City Council who wishes to make a motion to table, shall first obtain the floor.
- 2) A member of City Council shall make a motion to lay the item on the table and may specify a specific date or period of time for the item to be tabled.
- 3) Any member of City Council shall second the motion to table.
- 4) City council deliberates on the motion to table.
- 5) City Council votes on the motion to table.

### **Withdrawal of Motion**

The member of Council who originally made the motion may withdraw the motion at any time prior to its passage.

### **Tie Votes**

In the case of a tie vote on any motion, the motion shall be considered defeated.