



Council Policy #17

ESTABLISHING CITY COUNCIL RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

CITY COUNCIL MEETING REPORTS AND PRESENTATIONS – MARCH 2, 2026

Why are We Reviewing Policy #17?

- Policies are designed to evolve and adapt over time.
- Annual review supports transparency and clarity.
- Incorporate updates to internal processes.
- Ensure compliance and reflect current best practices.



Background & Process



Council Policy & Valuation Committee Meetings

- November 12, 2025
- January 14, 2026

Meeting Purpose

- Evaluate all seven sections of the Council Policy #17 and implement updates as needed.
- Provide recommendations for consideration to the full City Council.

Section II – Meeting Agenda Updates



This section provides guidelines for the preparation of Council agenda packets.

c. **Agenda Packet:**

- i. Contents: The city council agenda packet will include a report and related documents (~~i.e. ordinance, contract, bid tabulation, etc.~~) for each item on the Consent Action and/or General Action sections of the agenda. The agenda packet posted online will not include contracts or any other documents that contain financial proposals.

Section II – Meeting Agenda Updates Continued

d. **Agenda Item Pages:** Each AIP shall contain all pertinent information on the item of business. Generally, the report shall include the following order of information:

ii. Background and/or historical information

3. Identity of the ~~City Manager's office contact~~ **and** city departmental staff member whom Council and the public should contact for additional information



Section III – Council Meetings: Rules, Procedures and Conduct



f. Speakers at council meetings:

Speaker Rules

3. Applicants will ~~not be timed and~~ be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least ~~72 hours~~ 5 days prior to the meeting. Applicants will be cognizant of time and be precise when presenting their case.

~~4. Online speaker cards will be provided through the city's website and available to anyone not attending the council meeting in-person. Online speaker cards are for posted agenda item only. Online speaker cards must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented for speakers. All online speaker cards received after the deadline will be forwarded to the city council as soon as practical.~~

Section IV – Council Meetings: Order of Business

a. Regular Session:

i. The City Secretary shall announce a quorum and request ~~Should begin with a Call to Order by~~ the Mayor (presiding officer) Call the Meeting to Order by announcing date and time of the meeting.

~~1. formal roll call or statement by presiding officer (or city secretary) indicating quorum present~~

~~2. statement of date and time~~

~~3.1. invocation~~

~~4.2. pledge of allegiance – United States and Texas~~

ii. Public Presentations: Proclamations, recognitions, general reports, and updates from the public or community organizations.

ii.1. See Exhibit “A” Proclamation Process



Section V – Council Meetings: Order of Business Continued



vi. Citizen Appearances:

6. Profanity or threatening language or behavior will not be tolerated and may result in the following:

xi. Adjourn: With no further business the presiding officer shall request a motion to adjourn. ~~No vote is necessary.~~ Vote is required

Section V - Burleson Rules of Order



f. Public Hearing:

- ~~i. Council should fairly allow everyone to be heard before Councilmembers speak~~
- ~~ii. After all speakers, Council may comment and recall speakers if needed~~
- ~~iii.i. Each person will be allowed three (3) minutes to speak. Council and staff will not interrupt speaker's time and will ask questions or clarification after the three (3) minutes of time. Council may recall speaker if needed. If the person requires a translator, they will receive six (6) minutes to address the Council.~~
- ~~iv.ii. Applicants will be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or materials at least 5 days prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least 72 hours prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case.~~

Section V – Burleson Rules of Order Continued

g. Table:

- i. Items will be tabled to a specific date and the request made by applicant, council, or staff
- ii. If no date is stated when item is tabled, the item after 180 days will be placed on the next regular agenda and considered
- iii. ~~In non-zoning cases, citizens may make a request to table~~

h. Adjourn:

- i. Adjournment of the meeting requires a motion and a second ~~but~~ and a ~~no~~ vote
- ii. Presiding officer will announce date and time of adjournment



Section V – Burleson Rules of Order Continued



i. Executive Session:

Can be taken at any time during the meeting with proper notice to the public – presiding officer (or city secretary) shall announce the exceptions and time. Every consideration should be given to not convene into executive session prior to the consent agenda.

- i. Any member of the Council present may request to convene into executive session
- ii. City Manager, Deputy City Manager, City Secretary, ~~or~~ Deputy City Secretary, City Attorney or Deputy City Attorney may request Council convene into executive session
- iii. The presiding officer shall clearly state the time the city council convenes into executive and clearly state the time the city council returns to open session. All request to convene into executive session requires a motion, a second and a vote by Council
- iv. ~~All request to reconvene into open session requires a motion, second and a vote by Council~~

Questions / Comments

