

**City Council Regular Meeting**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Lisandra Leal, Assistant City Secretary  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action of amendments to Council Policy #17 - Establishing City Council Rules of Procedures for City Council Meetings. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b>            Providing Exceptional, People Focused Services</p>	1.2 Continue to improve the efficiency and productivity of operations

**SUMMARY:**

Council Policy #17 was adopted on May 5, 1985, and remained unchanged until 2020, when the City Council began a more active review of its policies. The policy was reviewed and updated in 2021 to address meeting procedures during COVID, with some practices continuing beyond that period. Minor updates were made in 2022 and 2024, since then, the policy has followed a two-year review cycle.

On January 14, 2026, the Council Policy & Valuation Committee met to review Council Policy #17 and discuss potential updates. The review identified areas where updates and clarifications are needed. Council policies are intended to be living documents and require regular review to ensure they remain current, effective, and aligned with how the Council operates. The proposed changes reflect the recommendations of the committee and are being brought forward for Council consideration.

**RECOMMENDATION:**

Approve the amendments.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

May 5, 1985; January 21, 2020; February 22, 2021; August 8, 2021; June 20, 2022; and June 27, 2024

**REFERENCE:**

City Council Policy #17 – Establishing City Council Rules of Procedures for City Council Meetings.

**FISCAL IMPACT:**

None

**STAFF CONTACT:**

Lisandra Leal  
Assistant City Secretary  
[lleal@burllesontx.com](mailto:lleal@burllesontx.com)  
817-426-9687