



Council Policy #17

ESTABLISHING CITY COUNCIL RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

COUNCIL MEETING (REPORTS/PRESENTATIONS) – JUNE 3, 2024

WHY ARE WE TALKING ABOUT THIS NOW?

- Effective Policies should be living growing documents
- Reviewed and Discussed at least annually
- New members of council and staff
- It's good to communicate to the public

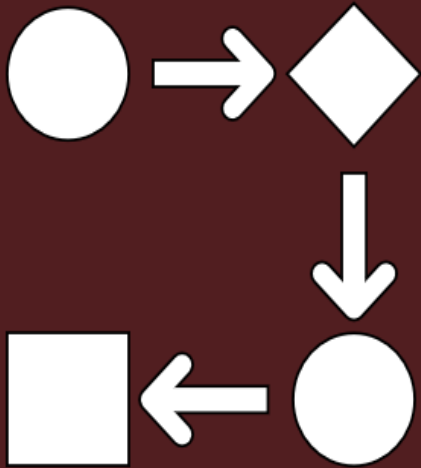




7 Parts to the Existing Policy #17

Section II

Meeting Agendas



THIS SECTION OUTLINES HOW COUNCIL WOULD LIKE AGENDAS TO BE CREATED – IMPORTANT PARTS

Who is responsible?

- Preparation & Posting

Who can add items?

- Placing items on the Agenda

What should be included and timeframe for distribution?

- Agenda Packet
- Agenda Item Pages

How council wants to see Consent Agenda items?

- Consent Agenda Item

What council commits to do?

- Be Prepared in Advance



Do we want to
change anything?

Section III

Meeting rules, procedures & conduct



THIS SECTION DISCUSSES WHAT HAPPENS DURING MEETING?

Who presides and what rules are we following?

- Presiding Officer
- Burleson Rules of Order (Unique to Burleson)

Can we talk in private without the public?

- Texas Open Meeting Act has NARROW EXCEPTIONS

When are we going to meet?

- Annual Meeting Calendar adopted

Can we hear from the public on something NOT listed on agenda?

- Yes, HOWEVER there are rules

What about the public that wants council to hear their point on an item on the agenda?

- Yes, when the item is presented to council

Council Policies & Valuation

Input from April 17, 2024



c. *Executive Session (Closed Session)*

- *Try not to convene into executive session before consent agenda*
- *If needed on item on consent remove the item*
- *Add section regarding rules of executive to help council understand*

e. *Citizen Appearance*

- *Council should refrain from addressing speaker during this section but rather refer them to staff OR state policy only*
- *Council should when possible always refer them to staff for follow up*

Section IV

Order of Business *Regular Sessions*

THE ORDER OF BUSINESS IS OUTLINED IN THIS SECTION

Why is this important?

- Transparency to the public

How do we make sure we are considering the public?

- Public interaction are first – presentations, proclamations, community interest, changes to agenda, citizens appearances

What order is the business?

- Consent – considered routine – one motion
- Remainder of action items

Items with no action.

- Reports
- Request for future items
- Executive Session (may have action but rare)



Are you
ready to
change?

Section V Burleson Rules of Order



THE TEXAS OPEN MEETING ACT *SOMETIMES* CONFLICTS WITH ROBERTS RULE OF ORDER AND ALLOWS CITIES TO HAVE RULES.

RULES OF A COUNCIL CANNOT CONFLICT WITH TEXAS OPEN MEETING ACT!

WHY DO WE HAVE OUR OWN RULES?

- Clarity of conduct
- How we expect each other to act
- Give even consideration to every member of council
- Intended to be fair and not stop ANY councilmember from speaking
- Helps keep flow of meeting and allow for action



Council Policies & Valuation Input from April 17, 2024

- i. *Executive Session (Closed Session)*
 - *Try not to convene into executive session before consent agenda*
 - *If needed on item on consent remove the item*
 - *Add section regarding rules of executive to help council understand*

ANY OTHER CONSIDERATIONS?

Section VI Mayor/Mayor Pro Tem



EXPLAINING MAYOR/MAYOR PRO TEM

Can the Mayor vote?

- Yes and MUST unless conflict

How do we pick Mayor Pro Tem?

- Process outlined and adopted

CHANGE



loading...

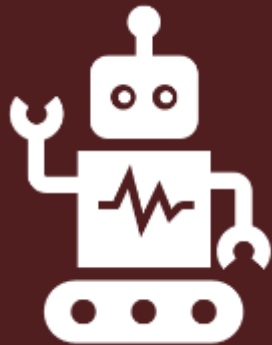
What is changed
must not conflict
with City Charter

NOT MUCH CAN BE CHANGED – NEED TO MAINTAIN RIGHTS OF THE PUBLIC

Should I be camera ready?

- Yes – we record every meeting

Section VII Audio/Video Use





Staff Direction