

City Council Meeting Structure

PRESENTED TO THE CITY COUNCIL ON
SEPTEMBER 5, 2023

Purpose

- Provide an overview of Council Policy 17
 - Review current meeting format
 - Provide options for possible alternative meeting formats
 - Receive feedback from the Council on how to conduct future meetings
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Council Policy 17

Rules of Procedures City Council Meetings

Comprised of 7 sections:

- I. Authority
- II. Meeting Agendas
- III. Council Meetings: Rules, Procedures, and Conduct
- IV. Council Meetings: Order of Business
- V. Burleson Rules of Order
- VI. Mayor/Mayor Pro Tem
- VII. Audio/Video Use

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II – Meeting Agendas

- a) Preparation & Posting of – City Manager & City Secretary
- b) Placing Items on the agenda – Mayor or any one councilmember
- c) Agenda Packet – Content & Distribution
- d) Agenda Item Pages – All pertinent information
- e) Consent Agenda Item – City Manager can place anything on consent – should not include elections, or issuance of bonds
- f) Councilmember's Obligations to be prepared in advance – Study prior to meeting, include staff in citizen input, field operations, and inquiries. Direct questions to city manager or staff contact listed on agenda

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III – Council Meetings: Rules, Procedures and Conduct

- a) Presiding Officer
- b) Burleson Rules of Order
- c) Executive Session (Closed Session)
- d) Annual Meeting Calendar
- e) Citizen Appearance
- f) Speakers at council meetings

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IV – Council Meetings: Order of Business

a) Regular Session

Current Order
*Call to Order – Roll – Date & Time – Invocation - Pledges
Public Presentations
Community Interest
Items to be continued or withdrawn
Items withdrawn from Consent
*Citizen Appearance
Consent Agenda
General Action Items
Reports
Council request for future items or reports
Executive Session - Adjourn

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IV – Council Meetings: Order of Business

a) Regular Session

Consider:

- Proclamations & Presentations once a month the second meeting of the month
- Dedicated Worksession for Reports – clearly stated start time for both worksession and regular agendas

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V – Burleson Rules of Order

Consider:

- Requesting the Council Policies & Valuation Committee review the rules. They were adopted in 2020 and remain unchanged

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VI – Mayor/Mayor Pro Tem

VII – Audio/Video Use