

# **New Business – Placement of Items on Future Agendas**

## **Section 1. Authority**

Pursuant to the City’s home-rule authority under Article XI, Section 5 of the Texas Constitution, and consistent with the City Charter, this policy establishes a procedure by which City Council Members may request the placement of items on future City Council agendas, while preserving the Mayor’s agenda-setting authority.

## **Section 2. Council-Initiated Requests**

During the *New Business* portion of a duly posted City Council meeting, any City Council Member may make a motion requesting that a specific item be placed on the agenda of a future City Council meeting.

## **Section 3. Form and Limitations of Motion**

- A. The motion shall be limited solely to identifying the subject matter to be placed on a future agenda.
- B. No discussion, debate, or deliberation regarding the substance or merits of the proposed item shall occur at the time the motion is made or voted upon.
- C. This limitation is intended to ensure compliance with the Texas Open Meetings Act and to prevent deliberation on matters not properly posted.

## **Section 4. Second and Vote Requirement**

- A. A motion to place an item on a future agenda must receive a second.
- B. Approval requires an affirmative vote of a majority of the City Council members present and voting at the meeting.

## **Section 5. Agenda Placement**

Upon approval of the motion, the City Administrator, in coordination with the City Secretary, shall place the approved item on the agenda of the next regular City Council meeting, or another future meeting as directed by the Council, subject to statutory posting deadlines, administrative feasibility, and staff availability.

## **Section 6. Limitation on Reintroduction of Failed Requests**

- A. If a motion to place an item on a future agenda fails to receive majority approval, the same or substantially similar item shall not be reintroduced for consideration under *New Business* for a period of thirty (30) days from the date of the failed motion.
- B. For purposes of this section, an item shall be considered “substantially similar” if it involves the same subject matter or seeks materially the same action or outcome as the previously rejected request.

C. This limitation shall not apply to agenda items placed by the Mayor pursuant to the City Charter or applicable law.

### **Section 7. Mayor's Agenda Authority**

Nothing in this policy shall be construed to limit, restrict, or impair the Mayor's authority to place items on a City Council agenda as provided by the City Charter, applicable ordinances, or state law.

### **Section 8. Legal Compliance**

All agenda items placed pursuant to this policy shall be posted in accordance with the Texas Open Meetings Act. No discussion or action shall occur on any matter unless it has been properly posted.

DRAFT