



## MEETINGS, AGENDAS & MINUTES POLICY & PROCEDURE

---

### I. MEETINGS

#### A. POLICY

The city welcomes and encourages public participation in city council, board, commission and committee meetings. City council, board and commission meetings are required to be open to the public and posted pursuant to the Texas Open Meetings Act. While committee meetings do not have posting requirements, it is the city's policy to include these meetings on the city website calendar. In the event of an emergency, or the issuance of state, county, or municipal orders related to public meetings, the city ~~shall~~ will provide staff instruction on the conduct of public meetings.

#### B. MEETING CALENDAR

The city secretary ~~shall~~ will prepare the annual calendar for regular meetings of the city council, boards, commissions, and committees which shall be distributed to members and staff and added to the city website calendar. The city secretary shall secure meeting space and prepare calendar invites for distribution to all meeting bodies. Emergency and special meetings shall be coordinated with the city secretary to secure meeting space and ensure a quorum, when possible.

#### C. MEETING QUORUM

Meeting bodies subject to the Texas Open Meetings Act require a quorum of members pursuant to the City's Code of Ordinances to conduct the meeting. In the event a quorum of members cannot be convened, the meeting ~~shall~~ will be cancelled, and the city secretary will ~~shall~~ reschedule the meeting in consultation with staff and the board. It is the responsibility of staff to inform the city secretary if staff believes a quorum of members may be convened outside of a regular, special, or emergency meeting -of the city so that a quorum notification may be posted pursuant to the Texas Open Meetings Act.

#### D. MEETING ATTENDANCE & MANAGEMENT

The city secretary shall maintain member attendance of city council, board, commission, and committee meetings and ensure compliance with city code respective to those meeting bodies as they relate to attendance. ~~In~~ the event an attendance issue arises, the city secretary shall inform city administration and take action as directed.

City staff shall attend meetings as assigned by their supervisor. City administration ~~will~~ shall assign a staff liaison to ~~certain~~ boards, commissions, and committees. Staff liaisons shall be responsible for coordinating the agenda, minutes, and audio/video with the meeting body chair and city secretary, and ~~ensuring~~ that meetings are conducted pursuant to the Texas Open Meetings Act. The city secretary shall serve as a backup in the absence of the staff liaison.

#### E. TRAINING

The city secretary and city attorney shall provide annual training for staff, city council members, and board, commission, and committee members regarding the Texas Open Meetings Act and the Texas Public Information Act. City staff, city council members, and board, commission, and committee members may also complete training via the Texas Attorney General website. It is the responsibility of staff (if directed by city administration), city council members, and board, commission, and committee members to provide Certificates of Completion for Open Meetings Act and Public Information Act training to the city secretary. ~~Staff liaisons, city council members, and board, commission and committee chairs will also receive annual training to be conducted by the city attorney and city secretary.~~ Audio/Video training shall be conducted by the city secretary and the information technology coordinator.

## II. AGENDAS

### A. POLICY

The city secretary shall post city council, board, commission, and committee meeting agendas in accordance with Texas Open Meetings Act and the City Code of Ordinances. In the event the city secretary is unable to post an agenda, the city administrator or deputy city administrator shall sign and post agendas. Agendas shall be posted at city hall and on-site where the meeting is to take place, and agenda and agenda packet shall be posted on the city's website. The city secretary shall distribute the meeting agenda and agenda packet to members of the meeting body the Friday before the scheduled meeting. In the event a special or emergency meeting is called, the city secretary shall post and distribute agendas and agenda packets pursuant the Texas Open Meetings Act and city code.

All staff shall use the provided agenda software for the creation, posting and distribution of meeting agendas, agenda packets and minutes. The city secretary shall provide staff support in the use and training on the current software provider.

### B. AGENDA

1. **Meeting Agenda:** Meeting agendas shall be coordinated between the city secretary, city administration, department supervisors, staff, consultants and appointed/elected officials. The city secretary shall schedule agenda planning meetings for the first city council meeting of each month to include city administration, city attorney, directors, and department managers, and any other staff as designated by the city administrator.
  - a. **Agenda Items:** Staff shall be responsible for submitting their agenda items in a timely manner for review. Department heads and city administration shall review agenda items for placement on the agenda, which shall be reviewed and approved by the mayor, or board, commission, or committee chair.
  - b. **Agenda Item Wording:** Agenda captions shall contain a brief description of the item for discussion and reflect whether or not action is required by the meeting body. Agenda items requiring a Public Hearing shall include the Public Hearing in the ~~be reflected in the~~ caption, and listed as a subitem to the caption.

- c. **Agenda Item Sponsor:** City council agenda items that are not statutory in nature or otherwise required require a sponsor from the city council. Staff shall coordinate these agenda items with their supervisor and the council member that is sponsoring the item.
- d. **Agenda Item Staff Report:** All agenda items require a staff report. The city secretary shall maintain a general staff report template for use by all staff. Staff that requires a more in-depth staff report may use a specialized staff report template so long as all information in the general staff report template is included. with the approval of administration. [AC1]
- e. **Agenda Item Supporting Documentation:** Agenda items that require an action by the meeting body that requires a signature from the mayor or meeting body chair shall be attached to the agenda item. If any issue arises with uploading documentation the individual's supervisor and city secretary shall be contacted in writing prior to the meeting. [AC2] Supporting documentation includes, but is not limited to, documents referenced in the agenda item staff report such as:
  - (1) **Agreement and Contracts:** Staff shall draft documents with their supervisor and the city attorney for final approval by city administration. Documents shall include exhibits, attachments and any other additional documents required by the agreement/contract, and approved signature block.
  - (2) **Ordinances and Resolutions:** Staff shall draft documents with their supervisor and the city attorney for final approval by city administration. Documents shall include exhibits, attachments and any other additional documents required by the ordinance/resolution.
  - (3) **Property Documents:** Staff shall provide the city secretary with the final documents related to plats, subdivisions, easements and deeds that require a signature by the mayor or meeting body chair.
  - (4) **Public Comment:** Public comment includes any written response from the public regarding an item for consideration on the posted agenda. Public comment must be provided in the form of written comment, and may include personal information. The city secretary shall review documents labeled public comment to ensure personal information has been redacted accordingly and in compliance with state statute.
- f. **Agenda Posting and Distribution:** The city secretary shall post the final approved agenda and agenda packet, and distribute to the meeting body, appropriate staff, and members of the press that have provided written request. Agendas and agenda packets shall also be posted on the city website as provided by state statute.

## 2. Post Meeting

- a. **City Council:** The city secretary shall schedule a city council wrap-up meeting following the first city council meeting of each month to include city administration and appropriate

staff. City administration shall assign post meeting tasks regarding city council agenda items.

- b. *Boards, Commissions, and Committees:*** Staff liaisons shall be responsible for any action required by the city following meetings of boards, commissions, and committees. This includes, but is not limited to, notifying the city secretary if a workshop or special meeting needs to be scheduled, moving tabled/postponed items to the appropriate agenda, coordinating follow up on certain items as instructed by the meeting body, etc.

## IV. MINUTES

### A. POLICY

Meeting bodies that are required by the Texas Open Meetings Act to post an agenda shall also be required to provide written minutes for each meeting. Minutes shall be filed with the city record and posted on the city website and in accordance with Texas Open Meetings Act and the City Code of Ordinances. Minutes shall be approved by the meeting body at the following meeting, with the exception of the city council whose minutes shall be approved at the first meeting of each month. Meeting bodies not required by the Texas Open Meetings Act to must agenda shall submit a monthly report to the city council for review at the first meeting of each month.

Staff liaisons, in coordination with the city secretary, shall coordinate minutes for their meeting body. The meeting body may appoint a secretary to take the minutes of each meeting. The city secretary shall serve as a backup in the event the meeting body secretary or assigned staff is unavailable. In the event that the city secretary is needed, the staff liaison shall provide a written request no less than ~~twenty-four (24)~~ seventy-two (72) hours prior to the scheduled meeting time except in the case of emergency. The city secretary and city attorney shall provide annual training on minutes for city staff and appointed and elected officials.

### B. MINUTES

Minutes shall be taken in-meeting or produced from the audio/video recording. The city secretary shall provide the audio/video recording to staff or meeting body secretary by written request. Minutes are due to the city secretary ten (10) days after the meeting and the city secretary shall ensure that minutes are reviewed and prepared according to state statute and city code.

- 1. Minutes Template:** Each meeting body requiring minutes shall be provided a template ~~from~~ by the city secretary.
- 2. Audio/Video Recording:** The staff liaison, in coordination with the city secretary and information technology coordinator, shall be responsible for recording each meeting. The city secretary shall retain the audio and/or video recordings of meetings with the city record, which shall be destroyed upon approval of the meeting minutes by governing body [AC3] with the exception of City Council, Planning & Zoning Commission, TIRZ No. 1 & No. 2 Board, and the Historic Preservation Commission which shall be destroyed one year after approval of the written minutes or as otherwise directed through the city's record retention schedule. Should staff require a longer retention for audio and/or video recordings, a written request ~~should~~ must be submitted to the city secretary to ensure that the recording is not destroyed.

- 3. Minutes Approval:** The city secretary shall prepare final minutes for approval by the meeting body and shall submit the minutes to the meeting body for approval on their meeting agenda. Upon approval of minutes, the city secretary shall record the approved minutes with the city record and on the city website.

***Exhibit “A”***

**City Council, Boards, Commissions & Committees**

Meeting Body	Staff Liaison by Department	Agenda Required	No. of Members	Quorum
City Council	City Administration	✓	6	3 <sup>1</sup>
Board of Adjustment	City Administration	✓	6	5 <sup>2</sup>
DSRP Board	PCS Director	✓	5	3
Economic Development Committee	City Administrator	X	12	NA
Emergency Management Commission	Emergency Management Coordinator	✓	12	7
Farmers Market Association Board	Farmers Market Manager	✓	8	5
Founders Day Commission	Events & Programs Coordinator	✓	14	8
Historic Preservation Commission	<del>City City Administrator</del> <u>Historic Preservation Officer</u>	✓	7	4
Parks & Recreation Commission	PCS Director	✓	8	<del>4</del> <sup>3</sup> 5
Planning & Zoning Commission	Senior Planner	✓	7	4
TIRZ No. 1 & No. 2 Board	City Administration <del>or</del>	✓	7	4
Transportation Committee	Deputy City Administrator	X	7	NA

<sup>1</sup> Regular Meetings-Tex. Loc. Gov't Code Sec. 22.039 (Mayor does not count). Special/Tax Meeting-Tex. Loc. Gov't Code Sec. 22.039 (Mayor does not count).

<sup>2</sup> Tex. Loc. Gov't Code Sec. 211.008.

<sup>3</sup> Code of Ordinances, Sec. 2.04.065.

Utility Commission	Deputy City Administrator	✓	5	3
--------------------	---------------------------	---	---	---

## ***Exhibit “B”***

### **Texas Open Meetings Act Training**

Members of a governmental body subject to the Open Meetings Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. The training requirement applies to all elected or appointed officials who participate in meetings subject to the OMA. However, it does not apply to public officials who do not conduct business in meetings subject to the OMA. For example, law enforcement officials, auditors, or county clerks are not required to complete training under the OMA.

The law requires that members subject to the OMA complete training within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. The training must include information regarding the:

1. General background of the legal requirements for open meetings;
2. Applicability of the Open Meetings Act to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping under the OMA;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting under the OMA; and
5. Penalties and other consequences for failure to comply with the OMA.

The Office of the Attorney General’s training video includes information on each of these elements and satisfies the requirements imposed by section 551.005 of the OMA. A public official may obtain a course completion certificate by following the directions at the end of the training video. The certificate must be maintained by the member’s governmental body and made available for public inspection upon request.

### **[Texas Open Meetings Act Training Video](#)**

DRAFT