

RESOLUTION NO. 2024-08-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN,
TEXAS, ESTABLISHING A CHARTER REVIEW COMMISSION;
ESTABLISHING CHARTER REVIEW COMMISSION GUIDELINES;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Everman desires to establish a charter review commission and further desires to establish guidelines for said commission for the purpose of making recommendations to the City Council for appropriate amendments to the City Charter to be approved by the voters at an election called for such purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, THAT:

SECTION 1. The City Council of the City of Everman does hereby establish a Commission to review the City Charter for the purpose of making recommendations to the City Council for appropriate amendments to the City Charter to be approved by the voters at an election called for such purpose. The Commission shall consist of one member to be appointed by each City Council member and the Mayor, who are not currently members of any other City board, committee or commission, as follows:

- Mayor _____
- Place 1 _____
- Place 2 _____
- Place 3 _____
- Place 4 _____
- Place 5 _____
- Place 6 _____

The City Attorney or her designee, and the City Manager or his designee, shall be ex-officio, non-voting members. The Commission shall elect a chairperson and vice chairperson from among its members and shall complete its review and submit a written report to the City Council containing any recommendations for amendments to the City Charter within three (3) months after the members are appointed by the City Council.

SECTION 2. The City Council of the City of Everman does hereby establish charter review commission guidelines as set forth in Exhibit “A”, attached hereto and incorporated herein by this reference.

SECTION 3. This Resolution shall take effect immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Everman, Texas, this ____ day of July 2024.

CITY OF EVERMAN, TEXAS

Ray Richardson, Mayor

ATTEST:

Mindi Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney

Exhibit "A"

Charter Review Commission Guidelines

1. Commission will conduct an organizational meeting at which:
 - (a) Chair person and vice chair person are elected by the Commission.
 - (b) The Commission establishes meeting dates and times for all meetings, with the meetings to be held twice per month in Everman City Hall.
 - (c) The Commission reviews directions or guidelines by the City Council.
 - (d) The Commission receives a briefing by the Mayor, the City Manager and/or City Attorney.
 - (e) The Commission discusses how to proceed with the review of the Charter by determining which Article or Articles to review at each meeting and in what order.
 - (f) The Commission may receive requests by the City Council and/or City Manager to review and make recommendations regarding specific portions of the Charter.
2. Commission conducts at least two meetings per month to review the Charter. At the end of each meeting the chairperson will ask for a vote and approval of recommended changes to the Charter, if any, and/or to move the review to the next portion or subject matter of the Charter, if appropriate.
3. The Commission, with the assistance of the City Attorney and/or City staff, will keep a written record (including minutes of each meeting) of any Commission-approved recommended changes to the Charter.
4. The Commission shall complete its review and make a written report to the City Council, after consultation with the City Attorney, within three (3) months after the appointment of the Commission.
5. At the conclusion of the review of the Charter, the Commission should review all prior approved Commission recommendations with the City Attorney to ensure that such recommendations are proper and legal. Then the Commission shall prepare a consolidated report to the City Council.
6. The Commission shall consist of one member appointed by the Mayor and each Council member. The City Council may remove any member from the Commission for absenteeism, or any other reason at Council's discretion.
7. A quorum of the Commission shall consist of a majority of the number of persons actually appointed to the Commission and the approval of at least a majority of the members present at a meeting is required for the approval of any recommendation to the City Council for an amendment to the City Charter.

Exhibit "A"

8. The City Manager or designee, and the City Attorney, or designee, shall be ex-officio, non-voting members.
9. The meetings of the Commission shall be conducted in compliance with the open meetings act, and shall be open to the public, except authorized closed meetings to consult with legal counsel.

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