

BOND ADVISORY COMMITTEE ORGANIZATION

Questions of Procedure. The Presiding Officer, shall rule, initially, on all questions of procedure. The latest edition of *Robert's Rules of Order*, shall to the extent feasible, govern the proceedings of meetings. The City Secretary or authorized representative shall act as Parliamentarian for Committee Meetings.

Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Texas and the ordinances of the City of Fair Oaks Ranch.

Agenda and Agenda Packet

Agenda. The Meeting Notice ("Agenda"). The agenda includes the meeting notice. The agenda is approved by the Committee Chair.

- A. Any member of the Committee may request to place an item on an agenda by submitting a request in writing, to the Committee Chair or the City Secretary or their authorized representative.
- B. At a meeting of the Committee, any member may request to place an item on an agenda by making a request to place the item on a future agenda. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.
- C. The City Manager may place any item on any Bond Advisory Committee agenda.

Agenda Packet. The agenda packet includes the meeting notice ("Agenda") and any supporting documentation for agenda items. The City Manager shall supervise the preparation and approve the agenda packets for all meetings of the Committee.

Upon approval, agenda packets will be sent electronically, by the City Secretary's Office, to Committee Members. Printed versions can be picked up at City Hall by request.

Committee Members may provide supportive documents to any agenda items that they own to the City Secretary's office in accordance with the packet preparation schedule.

Conduct of Meetings

Roll Call. Before proceeding with the business of the Committee, the City Secretary, or their designee, determines the presence of a quorum as required by law and these rules by calling the roll of Members present and entering those named in the minutes.

Presiding Officer. The Chair, or in the Chair's absence or inability to perform, the Vice Chair, shall be the Presiding Officer at all Committee meetings. If both the Chair and Vice Chair are absent or unable to perform, the most senior Committee Member present shall preside. In the event two or more Members equally possess the greatest seniority, then the eldest person among them shall preside.

Call to Order. The Presiding Officer shall call the meeting to order.

Control of Discussion. The Presiding Officer shall moderate discussion of the Committee on each agenda item to assure full participation in accordance with these rules and Robert's Rules of Order. The Presiding Officer will preserve order and decorum. All persons attending the committee meeting will conduct themselves in a civil manner.

Agenda Items. Each item will be considered in the numerical order as listed on the meeting notice unless otherwise approved by the Committee. Each agenda item shall be introduced by the Presiding Officer. The standard procedure is as follows for addressing agenda items:

1. Reading of the item by the Presiding Officer.
2. The Presiding Officer will call upon the agenda item owner to present the item.
3. A Committee Member may request and receive information, explanations or the opinions of the presenter or City Manager. It is preferred that all such questions of the presenter are conducted prior to any motions, if possible.
4. Ask for citizen comments and/or questions. Comments shall be no more than three minutes per citizen and may be terminated at the discretion of the Presiding Officer. Citizens may ask questions of the presenter and provide comments to the Chair and any Committee Member. Any member of the committee may also ask questions of the citizen.
5. If applicable, the Presiding Officer shall ask for a motion; if made, ask if there is a second. If seconded, proceed to the next step. If no motion or second is made, item dies due to lack of motion.
6. Discussion held amongst Committee Members on item motion. The Presiding Officer will offer the opportunity for each Committee Member to speak once on a motion before allowing a Committee Member to speak a second time. The Committee Member who made the motion will be afforded the opportunity to speak first in favor of their motion.
7. Unless required by law or a Committee Member requests a roll call vote, the Committee will make decisions by consensus.

Limit on Remarks. Each Committee Member shall limit their relevant remarks to a reasonable length.

Time limits for Committee Member comments may be set for specific agenda items, or any single meeting, by a majority vote of the Committee Members present. If limits will be set for a specific agenda item, it must be voted on prior to the agenda item motion.

Presiding Officer's Right to Speak Last. The Presiding Officer has the right to speak last on any item.

Closing Motion Discussion. Discussion shall be closed on any item by the Presiding Officer with the concurrence of a majority of the Committee present, or by calling the question by any Committee Member so long as all Committee Members have been afforded the opportunity to speak at least once.