

CITY OF GLEN ROSE
PROCEDURES FOR PLACING AN ITEM ON THE AGENDA
Amended on February 8, 2021

REGULAR MEETINGS

City Council Members

Any ~~member of the public or any~~ Council member may request that a matter within ~~the jurisdiction of the Council~~ their purview be placed on the agenda of a Regular Meeting. ~~Procedures for placing an item on the agenda or making a presentation shall be as follows:~~

~~The~~ Requests must be in writing and submitted to the City Secretary or ~~their~~ designee, along with supporting documents and information, if any, **no later than 12:00 p.m. one week prior to the meeting date.** ~~Requests that are received after the deadline or~~ will be postponed to a later meeting in order to allow sufficient time for consideration and research of the issues. A matter may be considered for inclusion in the agenda after the deadline, but before noon on the Thursday prior to the meeting date, with the approval of the Mayor or two members of the Council. ~~as long as~~ All necessary supporting documentation ~~must be is~~ provided to the City Secretary at the time the item is added to the agenda.

~~Applications for those to be considered for appointment to the City Council or to any of the City's boards must be submitted prior to delivery of the Council packets. Only those applications satisfying this requirement may be given consideration at the Council Meeting. Other material requiring Council action must be delivered to the Council via the Council packet or by email no later than by the end of the day on the Friday prior to the meeting date. Late arriving, supplemental material may be distributed to the Council at the Council meeting.~~

City Officials and Staff

City Staff shall utilize the *Agenda Action Form* ~~City Official agenda requests are to be~~ which must be turned in to the City Secretary ~~by noon on the Thursday prior to the meeting, along with supporting documentation.~~ ~~City~~ Staff requests ~~are to~~ shall be turned in to the City Secretary, who will then forward them to the City Administrator for review.

Citizens-All other requestors

~~Requestors other than Council or Staff~~ must submit a request to place an item on the agenda utilizing the *Request to Place Item on City Council Agenda* form. Citizen agenda item requests are submitted to the City Secretary at City Hall. ~~The signature of a sponsoring Councilmember or the Mayor is required at the time of submission.~~

Citizens are encouraged to contact the Mayor, City Secretary, or a council member with any questions they may have about filling out the form.

Review Procedures

The Mayor, City Secretary, and City Administrator, in consultation with the City Attorney (if needed), shall decide whether a request is within the subject matter jurisdiction of the Council. Items not within the subject matter jurisdiction of the Council may not be placed on the agenda. The Mayor, City Secretary, and City Administrator, in consultation with the City Attorney (if needed), shall determine if the item is merely a request for information and whether an existing policy or administrative regulation covers the issue before placing the item on the agenda.

The Mayor, City Secretary, and City Administrator, in consultation with the City Attorney (if needed), shall decide whether an agenda item is appropriate for discussion in open or closed session and whether the item should be an action item, information item, or consent item.

The Mayor, as the governing body's presiding officer, assisted by administrative staff, shall be responsible for determining what items are placed on council meeting agendas; however, an agenda item not approved by the Mayor shall be placed on an agenda if requested in writing by two members of the Council.

~~The agenda shall provide members of the public the opportunity to address the Council on any agenda item before or during the Council's consideration of the item.~~ The agenda shall ~~also~~ provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda, but which are within the subject matter jurisdiction of the Council.

Once ~~someone's~~ an agenda item has been approved for inclusion it may not be removed from the agenda without that person's permission.

SPECIAL MEETINGS

Special Council Meetings may be called by the Mayor upon his/her own initiative or upon application by three Council members ~~in accordance with Texas Local Government Code, Section 22.038(a).~~ *(NOTE: When a Council member is seeking support to call a special meeting, extreme caution should be taken to not discuss or deliberate the agenda items or topic of the meeting so as not to unintentionally violate the Texas Open Meetings Act.)* Once a Special Meeting has been called, items may be added to the agenda at the discretion of the Mayor ~~and/or the~~ ~~three~~ petitioning Council members no later than 96 hours before the meeting is scheduled to begin, as long as all the necessary supporting documentation is provided to the City Secretary at the time those items are added to the agenda.

~~This procedure with agenda request forms will be maintained in the Policy/Procedure Book for City of Glen Rose maintained by the City Secretary and be posted on the City of Glen Rose Official Website for easy access by the public.~~