

EXHIBIT A

Sec. 1.04.001 Rules of meeting decorum and conduct

- (a) *Definitions.* In this section the terms set out in italics (italics) shall have the meanings prescribed below:
- Agenda.* The published agenda of each public meeting.
- Citizen.* Any person, other than a member or staff, who wishes to speak at a public meeting.
- Member.* An elected or appointed member of city council.
- Presiding Officer.* The mayor or the member presiding over the public meeting in the absence of the mayor.
- Public meeting.* Any meeting of a quorum of the members where the business of the city is discussed.
- Staff.* An employee of, or consultant contracted by, the city.
- (b) *Meetings times.* A regular city council meeting shall be held on both the first and third Tuesdays of each month beginning at 6:30 p.m. In the event that the meeting date falls on a holiday, the meeting will be rescheduled. Regular city council meetings may be cancelled or rescheduled, and the meeting time adjusted upon a majority vote by city council. Special meetings may be called as provided by law. A Closed Executive Session may be held in accordance with regular meeting times and shall begin at 6:00 p.m. Outside presentations are prohibited, however, the city council has discretion to include any city officers and employees whose participation is necessary to the matter under consideration.
- (c) *Meetings to be open to the public.* Meetings of the council shall always be open to the general public except as may be specifically provided by state law, and no vote or action of any kind shall ever be taken by the city council except at a regular meeting or at a lawfully called special meeting.
- (d) *Conducting meetings.*
- (1) *Participation by citizens.* Citizens may provide comments, testimony and evidence at the times designated as follows:
- A. During "Citizens to be heard."
- B. Prior to city council's decision or vote on any posted agenda item.
- C. At any posted public hearing
- (2) *Appearance.* Citizens may appear in person.
- Citizens may appear by written appearance for items on the agenda. Written comments must be:
- A. Email to:
citizenstobeheard@leonvalleytexas.gov
- B. Mail to:
Leon Valley Public Comments
6400 Verde Road
Leon Valley, Texas 78238
- C. Received prior to the start of the meeting to ensure comments are read during the meeting. At the request of any council member and/or Mayor a citizen comment may be read.
- D. During the Citizens to be Heard section of the agenda no written comments will be read aloud during the meeting.

- E. Fax to: (210) 684-4476
- (3) *Recognition by presiding officer.* A citizen shall be recognized by the presiding officer before speaking. Citizens may speak only one time at each of the following for up to three minutes at any posted: (a) citizens to be heard; (b) agenda items; or (c) public hearing. The presiding officer may extend the time to speak, on the officer's own initiative or at the request of a member; provided in contested matters all views are treated fairly and equally. All city council members, staff, citizens, and visitors to the chamber shall be recognized first by the chair to speak by raising their hand.
- (4) *Ceremonial and informational presentations.* All ceremonial items and informational presentations, at the beginning of scheduled business meetings.
- (e) *Disruptive behavior.* Members, staff, and citizens to include any citizen communications shall not shout, display unruly behavior, distract with side conversations, use profanity, threat of violence, or disrupt the orderly conduct of the meeting. When any person is addressing city council, staff or citizens, no personal attacks on staff, citizens or city council shall be allowed. To be determined by the Mayor.
- (f) *Enforcement.* These rules shall be administered and enforced by the presiding officer of such city council, subject to appeal by its members as provided herein.
- (1) The presiding officer shall warn any person displaying behavior that he or she shall be required to leave the meeting room if the disruption continues.
- (2) If the person is asked to leave the meeting room and the person does not leave the meeting room, the presiding officer may order any peace officer at the meeting to remove the person from the meeting room.
- (3) The presiding officer may enforce these rules by any means or authority provided to the presiding officer by law.
- (g) *Enforcement by a member.*
- (1) Any member of city council may request the presiding officer address a violation of these rules of decorum, in the manner prescribed in subsection (f), immediately above, by lodging a point of personal privilege.
- (2) Should the member believe the presiding officer failed to adequately address the allegation of violation, the member may appeal the matter to the members of city council; and
- (3) Should the majority of the members of city council present vote to sustain the appeal, the presiding officer shall address the violation, which was the subject of the appeal, in the manner prescribed in subsection (f), immediately above.
- (h) Robert's Rules of Order will take precedence for conduct not covered by these council meeting rules.
- (i) *Suspension of the rules.* Subject to appeal by a member, as provided by Robert's Rules of Order, these rules may be suspended, for good cause, by the presiding officer during a meeting as long as the presentation of information remains related to public business only.

(1972 Code, § 2.104; 2008 Code, § 1.04.001; Ordinance 15-002 adopted 3-9-15; Ordinance 2017-23 adopted 6-6-17; Ordinance 2019-48 adopted 9-17-19; Ordinance 2020-28 adopted 6-16-20; Ordinance 2020-33 adopted 7-21-20; Ord. No. 2022-34 , § 1, 7-19-2022)

State law reference(s)—Meetings of governing body, V.T.C.A., Local Government Code, § 22.038; open meetings, V.T.C.A., Government Code, ch. 551.