



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 18, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administrative

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance for the purpose of amending the City Council Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of the Manor Code of Ordinances to Refer to the new Rules of Procedure.

### BACKGROUND/SUMMARY:

The City of Manor is considering the adoption of updated Rules of Procedure to govern the conduct of City Council meetings. These updates aim to enhance decorum, regulate public comments, and ensure the orderly and efficient transaction of City business. The ordinance also extends certain provisions, including Rules of Decorum, to meetings of City boards, commissions, and committees.

**LEGAL REVIEW:** Yes, Shruti Vanaparthi, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 771
- Exhibit - Rules of Procedure

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve Ordinance No. 771 for the purpose of amending the City Council Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of the Manor Code of Ordinances to Refer to the new Rules of Procedure.

---

---