

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Adopting Rules of Procedure

SUMMARY: Workshop City Council Rules of Procedure for later adoption by resolution

BACKGROUND INFORMATION:

The City Charter states City Council shall determine its own rules of procedure. At this time, we do not have any formal rules adopted.

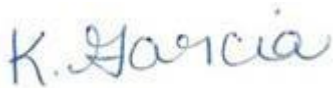
Section 3.09. - Rules of procedure.

The City Council shall determine its own rules of procedure and may compel the attendance of its members. A majority of the qualified members of the City Council shall constitute a quorum for the transaction of business. Approval of a measure shall require the affirmative vote of a majority of the members who are present and qualified to vote on the measure, but not less than three votes, unless otherwise authorized by this Charter. Minutes of the proceedings of all meetings of the City Council shall be kept, to which any citizen may have access to at all reasonable times and which shall constitute one of the archives of the City. The vote upon the passage of all ordinances and resolutions shall be taken by the "ayes" and "nays" and entered upon the minutes, and every ordinance or resolution, upon its final passage, shall be recorded in a book kept for that purpose and shall be authenticated by the signature of the presiding officer and the person performing the duties of the City Secretary.

(Ord. of 5-11-13; Ord. No. 19-452 , § 4, 5-13-19)

RECOMMENDATION: Workshop the attached document, for later adoption by resolution.

Thank you,



Kirsten Garcia