

DIVISION 2. MEETINGS

Sec. 2-56. Generally.

- (a) The city council shall hold at least one regular meeting each month and may hold as many special meetings as necessary to conduct city business. The regular meeting of the city council shall be held on the third Wednesday of each month in the city hall, unless changed by majority vote of the city council at a public meeting.
- (b) The mayor or any three councilmembers may call special meetings by notice to each member of the council, the city secretary and the city attorney, served personally or left at their usual place of abode.
- (c) While in an open meeting, an executive session which is properly posted on the agenda may be convened by the mayor or upon motion of any councilmembers.
- (d) Notice of all meetings shall be posted in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551.
- (e) All meetings of the city council shall be conducted in accordance with the provisions of the latest edition of Robert's Rules of Order.

(Code 1987, ch. 2, subch. A, § 4; Code 1995, § 1.04.041)

Sec. 2-57. Presiding officer; mayor pro tempore; council liaisons.

- (a) The mayor shall be the presiding officer of the city council and shall conduct all meetings of the city council to permit full and free discussion by the members of the council and the public in accordance with the rules established by this article.
- (b) At the first meeting following each regular city election, or as soon thereafter as practicable, the city council shall elect one councilmember to serve as mayor pro tempore for a term of one year and to perform the duties of the mayor in the event of the mayor's failure, inability or refusal to act. If the mayor and the mayor pro tempore are absent, any councilmember may be appointed to preside at a meeting.
- (c) The mayor shall not have the power to negate any action of the city council except as otherwise authorized by V.T.C.A., Local Government Code ch. 53. The mayor may not bind or obligate the city in any way without prior authorization from the city council. The mayor may not vote on any motion considered by the council, unless necessary to break a tie.
- (d) At the first meeting following each regular council election, or as soon thereafter as practicable, the city council shall elect at least one and no more than two councilmembers, which may be the mayor, to serve as council liaison for each of the following:
 - (1) Police and courts;
 - (2) Utility commission;
 - (3) Streets and roadways;
 - (4) Park commission;

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- (5) Personnel;
 - (6) Budget;
 - (7) Planning and zoning commission;
 - (8) Board of adjustment; and
 - (9) Rollingwood Community Development Corporation.

Each council liaison shall serve, at the council's pleasure, as the council's representative for negotiations and formulation of council approved policies in connection with their assigned issue or subject. No council liaison may bind or obligate the city in any way, in reference to the assigned subject matter, without prior authorization from the city council.

(Code 1987, ch. 2, subch. A, § 5; Code 1995, § 1.04.042; Ord. No. 2019-12-18-30 , § 1, 12-18-2019; Ord. No. 2021-01-20-13 , § 2, 1-20-2021)

State law reference(s)—Mayor as presiding officer, V.T.C.A., Local Government Code § 22.037.

Sec. 2-58. Quorum.

Three councilmembers constitutes a quorum. However, at a called meeting or at a meeting to consider the imposition of taxes, four councilmembers constitutes a quorum.

(Code 1987, ch. 2, subch. A, § 6; Code 1995, § 1.04.043; Ord. No. 2019-09-18-31 , § 2, 9-18-2019)

State law reference(s)—Quorum requirements, V.T.C.A., Local Government Code § 22.039.

Sec. 2-59. Agenda.

- (a) The city administrator shall prepare and post the agenda for each city council meeting and must place an item on an agenda if:
 - (1) The item is requested by the mayor or a member of the city council;
 - (2) The item is requested by a city commission;
 - (3) The item is requested by a city department head or the city attorney; or
 - (4) The city administrator determines that the item is necessary in the general conduct of city business.
- (b) An item placed on the agenda at the request of the mayor or any member of the city council may not be removed from the agenda unless the removal is approved by the person requesting the agenda item.

(Code 1987, ch. 2, subch. A, § 8; Code 1995, § 1.04.044)

Sec. 2-60. Consent agenda.

The city council may adopt certain items by consent of the city council without taking a separate vote on each item. The items adopted by consent of the city council are the "consent agenda." The council may not adopt the following by consent:

- (1) An item subject to a public hearing;
- (2) An item posted on the agenda for consideration at a specific time;

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- (3) An item for which the city administrator has received a written request that the item be removed from the consent agenda;
 - (4) An item for which the city administrator has received, before the meeting is called to order, registration cards from one or more persons who intend to testify on the items; or
 - (5) An item that any member of the city council requests be removed from the consent agenda.

(Code 1987, ch. 2, subch. A, § 9; Code 1995, § 1.04.045)

Sec. 2-61. Rules of order.

- (a) Decorum shall be observed by all members of the council and all persons attending a council meeting. No person or councilmember may use disparaging, threatening or abusive language during a council meeting.
- (b) The presiding officer shall maintain order at all council meetings. The presiding officer may shorten a person's speaking time, ban a person from speaking for the balance of a meeting, or cause a person to be removed from the council meeting for a violation of the rules of order set out in this article. A ban or removal applies only for the duration of the meeting at which it is imposed.
- (c) The presiding officer shall rule out of order any councilmember breaching decorum. A councilmember ruled out of order may call for a vote of the council to sustain or overrule the presiding officer.

(Code 1987, ch. 2, subch. A, § 10; Code 1995, § 1.04.046)

Sec. 2-62. Citizen communications.

- (a) The presiding officer will ensure that citizens of the city have a reasonable opportunity to address the council regarding matters under consideration at any meeting.
- (b) A person who intends to testify at a council meeting on an agenda item or at a public hearing shall deliver to the city administrator a registration card that includes the person's name, the date of the council meeting, and the agenda items upon which he wishes to speak.
- (c) The person may deliver the card to the city administrator at any time after the city administrator posts the agenda for the meeting and before the item is taken up.
- (d) The presiding officer shall grant a person at least three minutes to address the city council, unless the council rules otherwise or the presiding officer exercises authority under section 2-61 to reduce the speaker's time. More than three minutes of time may be granted at the discretion of the presiding officer.

(Code 1987, ch. 2, subch. A, § 11; Code 1995, § 1.04.047)

Sec. 2-63. Closed meetings.

If a closed meeting is permitted by state law, the city council may meet in a meeting that is closed to the public during any city council meeting. A closed meeting may be held at any time during any city council meeting but notice of the closed meeting must be given in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551.

(Code 1987, ch. 2, subch. A, § 12; Code 1995, § 1.04.048)

Sec. 2-64. General order of business.

The general order of business at a city council meeting is as follows:

- (1) Call to order.
- (2) Announcements and proclamations.
- (3) Citizen communications on any item not on the agenda.
- (4) Council action on the consent agenda.
- (5) Consideration of any items pulled from the consent agenda.
- (6) Other specific agenda items.
- (7) Administrative matters, including reports by staff, commissions, councilmembers and the mayor.
- (8) Executive sessions.
- (9) Adjournment.

(Code 1987, ch. 2, subch. A, § 13; Code 1995, § 1.04.049)

Sec. 2-65. Effect of procedural rules.

The procedural rules set forth in this article are directory only, and it is the intent of the city council that the violation of any such procedural rules shall not affect the validity or legality of any city council action otherwise properly taken.

(Code 1987, ch. 2, subch. A, § 15; Code 1995, § 1.04.050)

Secs. 2-66—2-88. Reserved.