



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

|   |  |                     |  |
|---|--|---------------------|--|
| <b>Meeting Date</b>                       | 10/07/2024   | <b>Agenda Items</b> |  |
| <b>Subject</b>                            | Discussion and possible action to annual reminder of the functions, powers, and responsibilities of elected officials. |                     |  |
| <b>Attachments / Supporting documents</b> | Links within   |                     |  |
| <b>Financial Information</b>              | Expenditure Required:  | N/A                 |  |
|   | Amount Budgeted:   | N/A                 |  |
|   | Account Number:  | --                  |  |
|   | Additional Appropriation Required:   | --                  |  |
|   | Additional Account Number:   | --                  |  |

#### Executive Summary

As the new Fiscal Year kicks off, yearly reminder for Council to review the Public Information Act, Open Meetings Act, Code of Conduct, and Social Media engagements suggestions. You have completed your PIA and OMA training some time ago; refresher information is notated below and suggested as a simple review.

The below links from Texas Municipal League (TML) presents an overview of the functions, powers, and responsibilities of mayors and councilmembers in home rule and general law cities. Topics covered include policy development, budgeting and financial administration, council meetings, conflicts of interest, personal liability, and media relations. For additional beneficial resources, please visit [www.tml.org](http://www.tml.org).

- [2024-Key-Legal-Requirements-for-Texas-City-Officials-FINAL \(tml.org\)](#)
- [2024handbook\\_web \(tml.org\)](#)
- [Essential Training | Texas Municipal League, TX \(tml.org\)](#)

#### Code of Conduct & Social Media Information

##### Expected Behaviors/ Conduct

- Be considerate and respectful of others.
- Refrain from behavior and speech that could be perceived as demeaning, discriminatory, or harassing.
- Be mindful of your surroundings and of other participants.
- Respect the rules and policies of the meeting facility and the City.

##### Unacceptable Behaviors

- Offensive or unwanted behavior or language related to race, ethnicity, religion, sexual orientation, gender expression or identity, age, disability, or any other protected category.
- Harassment in any form, including bullying, threatening, stalking, or intimidation.
- Real or implied threat of harm including physical, professional, or financial.
- Unwelcome and uninvited attention or contact.
- Boisterous, lewd, or offensive behavior or language that may disrupt an event.
- Any illegal activity not already covered above.

*This Code of Conduct will help ensure a welcoming, respectful, and collaborative community, and we thank you for sharing the commitment.*

#### SOCIAL MEDIA

The extent to which a jurisdiction or individual uses social media varies. Before engaging you should assess your risk tolerance and make sure certain laws – such as **the Public Records Act and Open Public Meetings Act** – are followed. You are a public official, please exercise caution when engaging on social media.



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

Make a clear distinction between official accounts, Position or campaign accounts, and personal accounts. One way elected officials and staff can clearly distinguish private social media accounts is by adding disclaimers on the accounts defining how each account is used and operated.

To keep a personal account from becoming subject to public records, consider some basic precautions.

**Do:**

- Post a disclaimer on your personal account that identifies the account purpose and that the opinions you express are your own. • Limit the account content to personal use. If you are using as an official City Position \_\_\_\_\_ account, identify that position and your views. Remember that any city business you post will be subject to open records. Think about where you received the information first, is it public information?
- Understand and use privacy settings to manage the account.
- Have a plan in place to respond too or forward city-related comments to the city, including how the record is retained.

**Don't:**

- Don't write posts on personal accounts that would fit within the scope of official business.
- Don't discuss your private accounts in public meetings or documents.
- Don't link to your private accounts from an official city account.
- Don't use city devices to maintain your private account.

\*\* If you choose to use a social media platform in a city official capacity, you may be subject to the open records act and may be asked to connect to the City's archiving company to ensure records are retained.

#### Recommended Action

No Action- Discussion Only.