

A RESOLUTION OF THE CITY OF WILLOW PARK, TEXAS, ADOPTING CERTAIN RULES, PROCEDURES AND OFFICIAL ORDER OF BUSINESS FOR THE CITY COUNCIL; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK TEXAS:

SECTION 1: That the City Council of the City of Willow Park, Texas hereby adopts the following rules, procedures, and official order of business for the City Council:

ARTICLE I: AUTHORITY

The Mayor, or the Mayor's designee, is hereby authorized and directed to implement the applicable provisions of this resolution.

ARTICLE II: GENERAL RULES

- A) Purpose and Intent: The purpose of this resolution is to provide for the orderly conduct of city business by the City Council, with the objectives of providing for full, open, and comprehensive debate of issues brought before the body for action in a forum open to the public, and to encourage citizens' awareness of Council activities.
- B) Conflict with State Law: Nothing within this resolution shall be deemed as overriding or conflicting with the provisions of State law, with respect to the conduct or announcement of meetings, establishing agenda, or adoption of ordinances.
- C) Participation by Citizens: Citizens attending any meeting of the City Council, including but not limited to any hearing, workshop, or special meeting, but not including an executive session as provided by State Law, shall be afforded an opportunity to rise and speak to any question before Council. Citizen's comments shall be limited to five (5) minutes, and group presentations or presentations on a single agenda item shall be limited to ten (10) minutes. The Mayor, at his/her discretion, may reasonably extend these limits. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be recognized to speak. No questions shall be asked of the Councilmembers, except through the presiding officer. .
- D) Decorum: In order to provide for the timely discussion and disposition of business, Robert's Rules of Order, newly revised, shall govern, with the Mayor (or in his/her absence, the Mayor Pro Tem or, if likewise, unavailable, most senior Council member) serving as the presiding officer. The City Attorney will serve as the Parliamentarian and will recommend rulings, upon request by the presiding officer, to all points of order raised during the proceedings.
- E) Code of Conduct:
 - 1) The Mayor shall preserve order by ensuring that discussion is limited to the question before the Council.

- 2) Council members shall contain themselves to the question under debate, shall avoid references to personalities, and refrain from questioning motives of other Councilmembers or staff personnel.
 - 3) Councilmembers shall demonstrate courtesy and shall not disrupt proceedings.
 - 4) Councilmembers shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before Council.
 - 5) The Mayor shall be the primary spokesperson for policy decisions of the Council. The Mayor and individual Councilmembers may interface with the media with respect to their opinions on the issues that are ether before the council or have been in the past, but shall make it clear that their opinions do not necessarily represent that of the City or the City Council.
 - 6) Councilmembers can speak publicly on topics regarding city issues at meetings, events, or other venues as long as they clearly identify that they are speaking as a citizen of Willow Park and not as a council member.
 - 7) Council members shall be dedicated to the highest ideals of honor and integrity in all representation of the citizens of Willow Park.
 - 8) Council members shall be dedicated to the principles of democracy by recognizing that the chief function of local government is to serve the best interest of the public at large.
 - 9) Council members shall be dedicated to the effective use of the City's available resources.
 - 10) Council members shall refrain from any activity that would hinder their abilities to be objective and impartial. City business shall be discussed in open, well-publicized meetings, except in situations in which executive sessions are authorized.
- F) Conflicts of Interest: In addition to the provision established in the Code of Ordinances section 1.500 regarding Conflicts of Interest, in the event a Council member has a known conflict of interest, they shall file an affidavit stating the nature and extent of the interest and if determined to be a substantial interest they must recuse themselves from any discussion on the topic.
- G) Absences: Any Councilmember who knows in advance that he/she will miss a regular meeting may submit written comments to the City Secretary for presentation related to posted agenda items.

ARTICLE III: SPECIFIC RULES

- A) Posting of Meetings: All meetings of the City Council will be posted with at least the minimum public notices required by State law and the City policies. In addition, the City Council will take reasonable measures to promote attendance at Council meetings through advertising of meetings, issuance of press releases, or other appropriate means. The Agenda of the meeting shall identify those topics for which final Council action is required.

- B) Quorum: A minimum of three (3) members of the Council present and voting, shall constitute a quorum for the purpose of business at the Regularly scheduled monthly meetings. A Minimum of four (4) Council members must be present for a Special Meeting to constitute a quorum.
- C) Regular Meetings: The City Council shall conduct its regular meetings on the second Tuesday of each month at 700 p.m. at the Council Chambers of the City of Willow Park. If this schedule conflicts with the observance of a State or Federal Holiday, or for any other bona fide reason, the meeting may be rescheduled or postponed through a motion and a majority vote of those members present and voting, PROVIDED adequate notice of the change is provided within the City's official newspaper following the Council's approved action.
- D) Special Meetings: Special meetings or workshops may be called by the Mayor, or by any three (3) members of the Council as long as it is voted on and approved. The topic(s) to be discussed must be identified on a posted agenda, and the Council may only take final action on a posted item.
- E) Emergency Meetings: Emergency meetings may be called orally by the Mayor (or in his/her absence, the Mayor Pro Tem) or by three (3) members of the Council, when there is an identifiable public necessity. An agenda for an emergency meeting must be posted at least two hours prior to the convening of the Emergency Council Meeting. Prior to taking any formal action, the Council must approve by motion and majority vote of the members present and voting, that an emergency situation exists requiring prompt resolution or commitment of resources.
- F) Executive Session: An executive session may be called for any purpose specifically authorized by State law. A motion to recess to executive session must be made and approved by a majority of the members present and voting in a properly posted regular, special, or emergency Council meeting. The Council shall not take any action on an item during an executive session.
- G) Minutes: Minutes of all meetings of the Council shall be in writing, include the members in attendance, a summary of all motions made, and a record of the vote at the meeting. Distribution of minutes shall be governed by the Open Records Act. The City Secretary shall prepare a draft of the official minutes for distribution to the Council Members within ten (10) working days of the subject meeting. The final official minutes will be presented for acceptance at the next month's regular council meeting

ARTICLE IV: ORDER OF BUSINESS

- A) Order of Business: Except for unusual circumstances, the following order will be followed at Regular meetings of the City Council:
- 1) Call to Order
 - 2) Determination of Quorum
 - 3) Invocation and Pledge of Allegiance
 - 4) Proclamations and Special Recognitions

- 5) Requests from the Public
 - 6) Consent Items
 - 7) Old or Incomplete City Business Items
 - 8) New or Time Critical Business Items
 - 9) Reports or Requests from Councilmembers
 - 10) Reports or Requests from City Administrator
 - 11) Executive Session
 - 12) Any Action Required after Executive Session
 - 13) Adjournment
- B) Background Information: All requested agenda items must be submitted by close of business on the Tuesday or seven (7) days prior to a Council meeting to the Mayor, City Administrator, and City Secretary. All background information for Council packets submitted by close of business on the Wednesday or six (6) days before a Council meeting. The City Administrator shall ensure that the background information is provided to the City Secretary for distribution within the packets. Any agenda item requests and background information not provided on time will be inadmissible for discussion unless the information is used to support information already in the packets or to supplement discussion, and may result in the agenda item being placed on the next month's agenda.
- C) Council packets will be prepared according to agenda items.
- D) City Administrator's Recommendation: Each agenda item may have a memo and/or presentation by the City Administrator or designee. Any dissenting opinions (e.g., relevant memoranda, reports, etc.) prepared by staff members will be included.

ARTICLE V: ESTABLISHMENT OF THE AGENDA

- A) The Mayor, or any Councilmember, may request that an item be posted on the agenda of any regular Council meeting. The requesting Councilmember is responsible for developing and/or providing the necessary background information in the time frame established above. The City Council, hereby imposes on the Mayor the duty, responsibility, and authority of preparing and approving the agenda of all regular and special Council meetings. The Mayor shall accept agenda item inputs to the City Council Meeting agenda.
- B) Agenda Items. All items to be placed on the council meeting agenda shall require a sponsor. The mayor and city council members may verbally request an item be placed on the agenda provided the agenda is posted in accordance with the Texas Open Meetings Act. The general public may request placement of an item on the agenda provided that such request be submitted in writing to the city secretary at least ninety-six (96) hours before the scheduled time of the meeting to ensure that the city complies with said Open Meetings Act. Such properly requested items shall be placed on the agenda of the next council meeting. (Ordinance 316-92 adopted 2-4-92. § 1.404 Meetings subsection (g))
- C) The City Administrator may request that any matter be placed on the regular Council meeting agenda.

- D) Any interested party may request access to the regular council meetings' agendas. after prior coordination with the City Administrator, PROVIDED a minimum of seven (7) days has been provided to prepare a staff review of the item, and all relevant background information is furnished at the time of the request.

ARTICLE VI: COMMITMENT OF CITY RESOURCES

- A) Individual Council members may request information pertaining to any aspect of the conduct of City business. This right does not mean that an individual Council Member may unreasonably commit city resources in pursuit of a goal regardless of how important that individual believes the issue to be.
- B) The City Administrator shall work with any Council member's request for information and, in cases requiring significant impacts to staff time or other city resources, shall determine a schedule by which the request can be reasonably accomplished. Issues may also be resolved by obtaining full Council direction through a posted agenda item.

ARTICLE VII: ADOPTION OF ORDINANCES

- A) Any Councilmember may offer the substance of a proposed ordinance for consideration by the Council at a regular meeting, by requesting the posting of an agenda item as described above for the next month's regular City Council Meeting.
- B) Following approval as to general substance and content by the Council, the request will be referred to the City Attorney for a legal determination and for development into the proper form for adoption. The Council will, by motion, and in consultation with the City Attorney during discussion of the proposed ordinance, identify the deadline for completion of the review and actions by the City Attorney.
- C) Texas Local Government Code section 52.003 defines powers the Mayor may exercise with regard to approval of Ordinances and Resolutions approved by the City Council. The Mayor can request the City Attorney to review an item prior to signing and implementing an ordinance. In the event such a legal review is requested, the City Attorney shall make a report on the ordinance and issue in question at the next month's regular City Council meeting. The Mayor may also request an item to be reconsidered in accordance with LGC 52.003(c).

SECTION 2: This Resolution shall become effective immediately after its approval and adoption.

PASSED, APPROVED, and ADOPTED this ___ day of _____ 2016.