

RESOLUTION NO. 695

A RESOLUTION AMENDING THE RULES OF PROCEDURE, CONDUCT, AND DECORUM FOR THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS AND EXTENDING SUCH RULES TO THE CITY'S BOARDS AND COMMISSIONS.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS, THAT:

WHEREAS, Section 3.12 of the charter of the City of Granite Shoals, Texas (the "City") provides that the city may adopt rules of procedure; and

WHEREAS, the City Council (the "Council") desires order in the conduct of its meetings to allow the effective discussion and transaction of the business of the City; and

WHEREAS, the Council desires to ensure that members of the public who attend City meetings can be heard in a fair, impartial, and respectful manner; and

WHEREAS, the Council desires to ensure that its meetings are conducted in a way that is open to all viewpoints, yet free from abusive, distracting, or intimidating behavior; and

WHEREAS, the Council wants to ensure that all discussions comply with the words and spirit of the Texas Open Meetings Act; and

WHEREAS, the Council desires to ensure that the rules governing decorum at its meetings are understood by all persons attending the meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS THAT THE RULES OF PROCEDURE, CONDUCT AND DECORUM ARE HEREBY AMENDED AS FOLLOWS:

Section 1. Types of Meetings and Schedules.

- 1.01 Regular Meetings. The Council shall meet on the second and fourth Tuesday of each month at 6:00 p.m. to conduct regular business, or as needed. If specified in the meeting notice, regular meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 1.02 Special Meetings. Upon the request of the Mayor, City Manager, or any two Council Members, the Council may meet at any other time for special or workshop meetings as may be necessary. If specified in the meeting notice, special meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.

- 1.03 Public Hearings. The Council may, from time to time, conduct Public Hearings during any other posted meeting. These hearings are called in order to solicit public input on specific matters posted as may be required by law or by desire of the Council. If specified in the meeting notice, public hearings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 1.04 Emergency Meetings. An emergency meeting of the Council may be convened in accordance with the Texas Open Meetings Act or any relevant declaration or order by the Governor of Texas in certain emergency situations. If specified in the meeting notice, emergency meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.

Section 2. Rules for Speakers.

- 2.01 Comment Cards. All persons addressing the Council shall, if possible, submit a Public Comment Card to the City Secretary prior to addressing the Council, otherwise, the person shall submit the card to the City Secretary before the person leaves the meeting. Public Comment shall occur during the "Public Comment" section of the meeting. The only mandatory portions of the card are the person's name, address and agenda item(s) under which the person is commenting. The person may, if the person desires, write comments on the card, and shall indicate whether the person desires to address the Council. Written comments will only be presented at Council meetings and included in meeting minutes if the comment is submitted in person at the beginning of the Council meeting. For meetings which will occur via teleconference or videoconference, any person addressing the Council shall, if possible, submit a public comment stating the person's name, address, and agenda item(s) under which the person is commenting before 3pm on the day of the scheduled meeting via email to citysecretary@graniteshoals.org.
- 2.02 Recognition. Members of the public may address the Council at the following times during a meeting:
 - a. Upon recognition by the Presiding Officer, during the Citizen Comment Period on an agenda item.
 - b. Upon recognition by the Presiding Officer, during a Public Hearing on an agenda item.
 - c. ~~At the appropriate time for each agenda item at the discretion of the Presiding Officer.~~
 - d. At other times with the permission of the Presiding Officer.
- 2.03 Comments and Questions. Speakers must address all comments and questions to the Presiding Officer. City Council and City Staff will not respond to public comment, however, if the Presiding Officer determines that a response is ~~given~~ necessary, any response shall be from the Presiding Officer, or from persons recognized by the Presiding

Officer to provide the response. ~~Any Council Member may further respond upon their request.~~

- 2.04 City Staff. The City Manager shall address the City Council on all staff issues and may request individual staff members to also address the City Council.
- 2.05 Items Not Posted. Inquiries from speakers about matters not listed on the agenda ~~will either be directed to the staff or~~ may be placed on a future agenda for City Council consideration.

Section 3. Rules for News Media.

The use of media equipment, such as lights, cameras and/or microphones should be coordinated with the City Manager or City Secretary prior to the meeting to ensure that this equipment does not disturb or otherwise conflict with or disrupt the meeting or the Council's activities.

Section 4. Rules for Public Hearings.

These rules of procedure, conduct and decorum shall also apply to such Public Hearings, however, the City Council may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.

Section 5. Rules of Procedure.

- 5.01 Governing Rules. Except as to the extent of any conflict in these rules of procedure, conduct and decorum, the city charter or state law, Roberts Rules of Order (Newly Revised) shall be followed.
- 5.02 Presiding Officer. The Mayor, or in the absence of the Mayor, the Mayor Pro-Tern, shall be the Presiding Officer at all meetings. If both the Mayor and Mayor Pro-Tern are absent, an acting Mayor Pro-Tern may be elected by the City Council members present for the purpose of presiding at that meeting. The Presiding Officer shall preserve order and decorum and confine Council Members' debate to the question under discussion.
- 5.03 Time Limitations. Discussion on any Agenda item may be limited by the Presiding Officer to thirty (30) minutes, though the Presiding Officer, or the City Council, by majority vote, may extend or shorten this limitation. Speakers, other than Council Members, staff, or invited speakers, must limit their comments to three ~~six~~ minutes on each agenda item, and may not designate their time to be used by other presenters. The Presiding Officer, or a majority of the City Council, may extend or further limit this time period in exceptional circumstances. The City Council may overrule the Presiding Officer's determination of extension or further limitation by majority vote.
- 5.04 Decorum. No person shall engage in any of the following in the meeting room during a City Council meeting:

- a. Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
 - b. Defamation, intimidation, personal affronts, impugning the motives of any person, profanity, or threats of violence.
 - c. Audible use of phones, pagers, radios, computers or other electronic equipment.
 - d. Any other disruptive behavior that impedes or disrupts the orderly conduct of the meeting.
- 5.05 Calling to Order and Quorum. The Presiding Officer shall call the meeting to order no earlier than the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the Council.
- 5.06 Right of Council Member to be Heard. Council Members desiring to speak shall gain the attention of the Presiding Officer and, upon recognition by the Presiding Officer, shall confine their remarks to the question under debate. The Presiding Officer shall not refuse to recognize another Council Member who desires to speak on a question under debate or to make a motion; however, such recognition does not diminish the Presiding Officer's authority under Robert's Rules of Order (Newly Revised) and these rules of conduct, decorum and procedure. The Presiding Officer shall be authorized to ask any member to cease or to limit discussion, or to call the question when it appears further discussion will not be meaningful.
- 5.07 Consideration of Agenda Items. The order of procedure for the consideration of an agenda item is as follows:
- a. If any Council Member desires to be recused from discussion of the agenda item, the Council Member shall announce the recusal upon announcement of the agenda item and shall exit the meeting room until the agenda item is closed.
 - b. The City Manager, or the City Manager's designee, presents the staff or consultant's report and recommendations, if any.
 - c. Council Members may ask questions of city staff or consultants.
 - d. The representative/applicant, if any, may present information and make a presentation.
 - e. Council Members may ask questions of the representative/applicant, if any.
 - f. Members of the public may make comments.
 - g. A Council Member makes a motion.
 - h. Another Council member seconds the motion.
 - i. Once the motion has been properly made and seconded, the Presiding Officer opens the matter for discussion among Council Members.
 - j. During deliberation, Council Members may ask anyone present a question for clarification.
 - k. Once the matter has been fully discussed, the Presiding Officer calls for a vote, no further discussion will be allowed, provided, however, Council Members may be allowed to explain their vote.

Section 6. Enforcement of Rules.

6.01 The Rules of Procedure, Conduct and Decorum will be enforced in the following manner:

The Presiding Officer will request that a person who is violating a rule cease the violation.

- a. If the violation continues, the Presiding Officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
- b. If the violation continues, the Presiding Officer will order the person to leave the meeting room.
- c. If the person does not leave the meeting room, the Presiding Officer may order any peace officer to remove the person from the meeting room.

6.02 It is unlawful for any person to intentionally or knowingly resist removal from a meeting room by a peace officer in the course of enforcing the rules.

6.03 In addition to the procedures set forth in Paragraph 6.01, any person violating any provision of the Rules of Procedure and Decorum is subject to:

- a. cancellation of a speaker's remaining time;
- b. removal from the City Council room;
- c. contempt citation; and/or
- d. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

Section 7. Agenda Preparation.

7.01 Council Meeting Agendas. The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming Council meeting:

- a. The Mayor
- b. A Council Member; or
- c. The City Manager

7.02 Staff Requests. Should a member of the City staff, acting in that member's capacity as a city employee, determine or desire that a matter should be presented to the Council (for example for the staff's compliance with City Code procedures, etc.), then the staff member may request, through written communication addressed to the City Manager, that the item be placed on the agenda. In cases where the City staff has made a request, the City Manager shall be responsible for determining whether the requested item is placed upon an agenda, and the City Manager shall direct the City Secretary, in writing, accordingly.

7.03 Public Requests. A citizen of the community desiring to have an item placed on the agenda may ask the Mayor, a Council Member, or the City Manager for such consideration and the Mayor, Council Member, or City Manager may, at that person's discretion, elect to have such an item placed on the agenda.

7.04 All agenda items and all supporting documentation shall be submitted to the City Secretary at least 48 hours prior to the posting of the agenda

Section 8. Rules for Council Liaison Members' Committee Assignments.

8.01 Council Assignments. By majority vote of the City Council, a Council Member may be assigned as a liaison between the City Council and the City's Planning and Zoning Commission or one of the City's committees, except for the Board of Adjustments and any Charter Review Commission. Commission and/or committee assignments expire in May at the end of each council year.

8.02 Role of Council Liaison Members. The Council Member serving as liaison serves in an advisory role and is tasked with communicating Council views, when asked, to the commission/committee and delivering commission/committee views or questions to the City Council. The liaison is neither an active or voting participant in the committee/commission's deliberations, nor is the liaison to represent or express a personal opinion, viewpoint, or agenda to the commission/committee. The purpose of the Council liaison assignments is to convey information between the Council and the commission/committee when necessary to achieve Council or commission/committee goals and tasks.

Section 9. Application of Rules of Procedure, Conduct, and Decorum to City Boards and Committees.

9.01 Sections 2 through 7 of this resolution shall apply to the meetings of the city's boards and commissions.

9.02 For purposes of applying the Rules of Procedure, Conduct, and Decorum to the meetings of the city's boards and commissions, the following terms in Sections 2 through 7 shall have the following meanings:

- a. "City Council" or "Council" shall refer to the city board or commission that is holding the meeting;
- b. "Council Member" shall refer to a member of the board or commission;
- c. "Mayor" shall refer to the chairperson of the board or commission; and
- d. "Mayor Pro-Tem" shall refer to the vice chairperson of the board or commission.

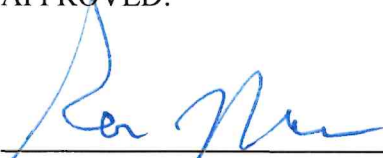
Section 10. Repealer.

This resolution hereby repeals and replaces Resolution No. 637.

EFFECTIVE DATE. This RESOLUTION shall be in full force and effect from and after its date of approval.

APPROVED: Dec. 12, 2023.

APPROVED:



Ron Munos, Mayor

ATTEST:



Dawn Wright, City Secretary

