

Council Meeting Procedures

Adopted March 20, 1990

Revised February 18, 1992

Revised November 5, 2003

Revised September 2, 2025

Effective immediately following the adoption of this policy by the City Council, the following rules and order of business will be adhered to. They shall remain in effect unless otherwise changed by City Council. Such action is in keeping with Section 3.09 of the Charter of the City of Seguin which states that the council shall determine its own rules and order of business.

1. MEETINGS

- a. Regular Meetings will be held on the first and third Tuesday nights of each month. Such will be held at the City Hall in the council chambers commencing at 5:30 p.m.
(Adopted time change February 18, 1992)
- b. Special Meetings are subject to call by the Mayor, the City Manager or any two (2) Councilmembers. Unless otherwise indicated in the posting, these meetings will be held at City Hall, at a stated time. The purpose of such meetings is to act upon matters of an unanticipated nature, which should not be delayed until a regular meeting. Minutes of such meetings will be maintained as a regular meeting. The Mayor or the City Manager may, if circumstances dictate a necessity, call an Emergency Meeting pursuant to Section 551.045 of the Texas Government Code
- c. Workshop/Community Meetings are subject to call by the Mayor, City Manager, or any two (2) Councilmembers. The time, place, and purpose of such meetings shall be to discuss in depth or explore matters of interest to the city, such as a meeting with another governing body (e.g. the Hospital Board) to discuss mutual issues, a meeting with one of the City's appointed committees, or the Council alone may wish to explore a matter in detail.
- d. Notice of Possible Quorum. Events that might foreseeably result in a quorum of City Council being present shall be posted as a Notice of Possible Quorum by the City Secretary. Generally, these events do not qualify as "Meetings" under the Texas Open Meetings Act since they are not called pursuant to 1.a. or 1.b., above, and since the quorum of City Council does not deliberate about official business of the City at the event.

2. AGENDA – The following stipulations relate to the agenda for meetings of the Council. (adopted changes November 5, 2003)

- a. Any Councilmember may request that an item be placed on the agenda. Agenda items must reach the city manager's and Mayor's office at City Hall by 5:00 p.m. Tuesday of the week preceding regular council meetings (except when a holiday falls between that Tuesday and the agenda date, which will cause the deadline for requests to occur earlier by the number of days in that holiday).

Councilmembers should make diligent effort to resolve any concerns associated with an item through the City Manager prior to scheduling that agenda item.

- i. Any member of City staff wishing to have an item placed on the agenda shall submit that item to the City Manager's office for approval. The City Manager may establish procedures for submission of routine items without Council approval.
 - b. Councilmembers may request item(s) to be placed on the next meeting's agenda during deliberations at a meeting of Council. The City Secretary shall take note of that verbal request and, with the assistance of the City Manager, shall place the item(s) on the agenda at the time requested. If clarification is needed in order to place the item(s) on the agenda, staff will seek clarification from the Councilmember prior to placement.
 - c. An action of Council cannot be reintroduced for reconsideration unless it is proposed by a Councilmember (including the Mayor) that participated in the voting majority of that previous action.
 - d. When petitioned by a private citizen to have a particular item placed on the agenda, it is essential that a memo be prepared, outlining the request. This information is important when working to resolve an issue and respond to the entire Council. The memo will be introduced in the agenda packet to serve as a briefing paper for Council and Staff. Citizen-initiated items must be sponsored by a person who has authority to place an item on the agenda. The deadline for submittal of such items is the same as the deadline for any other item.
 - e. The agenda packets for all regular meetings will normally be distributed by City Staff by the end of business on the Wednesday preceding the meetings (except when a holiday falls between the posting time and the agenda date, which will cause the distribution to occur earlier by the number of days in that holiday). This complies with the Open Meetings act and should afford ample time for all Councilmembers to inquire into the nature of each matter to be discussed or to personally investigate the matter to be better informed before a Council meeting.
 - f. The City Secretary's office will be responsible for posting notice of all meetings of the City Council and issuing copies of the agenda to all interested media representatives.
 - g. The purpose of Workshop/Community Meetings is to explore or discuss problems without taking specific action. If specific action is to be taken at such a meeting, there will be a separate item posted on the agenda with specificity as to the action proposed. Occasionally, public hearings may be held at Workshop/Community Meetings for the convenience of the public.
3. COUNCIL PROCEEDINGS – The following procedures shall apply to all meetings of the city council:
 - a. The Mayor shall be the presiding officer at all meetings of the City Council. Councilmembers shall speak only upon being recognized by the presiding officer whose recognition shall not be unreasonably withheld. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of the Mayor and the Mayor Pro Tem, the councilmember with the most seniority shall preside. In

regular and special meetings, Robert's Rules of Order will be used to answer questions regarding parliamentary procedure.

- b. All meetings of the city council of the City of Seguin shall be conducted in accordance with this policy, , Chapter 551 of the Texas Government Code (the "Texas Open Meetings Act"), the Constitution of the State of Texas, and the United States Constitution.
- c. A sufficient number of printed copies of the city council agendas shall be available to the public in advance of every Council meeting in Council chambers immediately preceding the meeting. A separate copy of the agenda and each ordinance or resolution to be considered by the City Council shall be available at the meeting for each member of the press who shall request copies in advance by filing a written request with the CityManager's office. A separate request shall not be necessary for each meeting. In no event, however, shall failure to provide any copy of any ordinance or resolution in any way affect the validity of said ordinance or resolution as passed by the City Council.
- d. Each agenda shall include an opportunity for citizens to be heard in advance of the conduct of regular business of the city council. During this portion of the meeting, the presiding officer shall ask if any citizen wishes to be heard before City Council on any subject not shown as an agenda item. All remarks shall be preceded by the citizen's name and address, shall be made from the microphone provided for that purpose, and shall be limited to no more than five (5) minutes.
- e. Discussion by the city council of each agenda item shall be preceded by the opportunity for remarks from citizens on that particular agenda item. After introducing the item and prior to council vote, the presiding officer shall ask if any citizen wished to be heard in connection with the item. All remarks by citizens shall be preceded by the citizen's name and address, shall be made from the microphone provided for that purpose, and shall be limited to no more than five (5) minutes. In the event more than ten (10) citizens wish to speak at the same meeting of Council, the Mayor may shorten the time limitation allotted to each speaker. Speakers may not give their allotted time to another speaker to allow that speaker to accrue more time.
- f. The time limitations set forth herein for remarks by citizens may be extended only by discretion of the Mayor or by majority vote of City Council.

4. DECORUM AND DEBATE

When a measure is presented for consideration to the Council, the presiding officer shall recognize the appropriate individual to present the case. When two or more councilmembers wish to speak, the presiding officer shall name the member who is to speak first. No member of the Council shall interrupt another while speaking except to make a point of order or to make a point of personal privilege. No councilmember shall speak for more than ten (10) minutes on any subject or for more than five (5) minutes on any amendment to the question except as further provided in this rule.

No Councilmember shall speak more than the time limits provided herein on any subject or amendment, and such member may use his/her time in any combination, in separate speech or comments totaling the number of minutes permitted. The Mayor shall not be obligated to recognize any Councilmember for a second comment on the subject or

amendment until every Councilmember wishing to speak has been wishing to speak has been allowed a first comment. Councilmembers shall also have the right to yield a portion of time to another member.

Any Councilmember wishing to speak for more than ten (10) minutes on any question or for more than five (5) minutes on any amendment to the question may be accorded the privilege upon motion and affirmative vote of two-thirds of the Council. If a Councilmember is violating these rules, the presiding officer shall, or any other Councilmember, may call him/her to order in which case he/she shall immediately be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise, and if the case occurs that he/she shall be liable to censure of such action as the Council may deem proper consistent with city ordinances and charter.

POLICY FOR SUBMITTING AGENDA ITEMS

It has been the accepted policy of the City Council that the following guidelines will apply when requesting and/or placing items on the City Council agenda for consideration:

Agenda Item Deadline

Tuesday, 5:00 p.m., preceding a regularly scheduled council meeting is the deadline for submitting items to the City Secretary's Office for inclusion in the agenda packet (except when a holiday falls between that Tuesday and the agenda date, which will cause the deadline for requests to occur earlier by the number of days in that holiday), which is normally delivered on Wednesday.

On weeks not modified by holidays, any and all items submitted after the Tuesday, 5:00 p.m., deadline but prior to Wednesday at 5 p.m. may be included as an agenda item, however, it should be noted that Staff may not have time to address the item in the packet. Supporting materials may be added by Staff after the agenda posting, as long as the language of the agenda item in the posting is not modified after publication.

Council Member Initiated Agenda Requests

Councilmembers wishing to place an item on the agenda should discuss the item with the City Manager and/or the appropriate Staff members. This ensures that Staff fully understands the objectives of the item and has the ability to prepare responses to potential questions regarding the item.

Citizen Initiated Agenda Requests

When a private citizen petitions to have a particular item placed on the agenda, it is essential that a short memo or letter outlining the request be prepared. The memo or letter will be introduced in the packet to serve as a briefing paper for the entire Council. T