



COUNCIL MEETING PROCEDURE POLICY
FOR THE
CITY OF GATESVILLE, TEXAS

As provided in Section 3.01, 3.09 and 3.10 of the City of Gatesville Charter and effective immediately following the adoption of this policy by the City Council of the City of Gatesville, the following rules and order of business will be adhered to, and they shall remain in effect unless otherwise changed by the City Council:

Charter Article 3 Section 3.09:

Meetings: *The City Council shall hold at least one regular meeting in each month at a time to be fixed by it for such regular meetings, and may hold as many additional meetings during the month as may be necessary for the transaction of the business of the City and its citizens.*

Currently, The City of Gatesville City Council has meetings scheduled at City Hall for the second and fourth Tuesdays of each month at 5:30 p.m. All meetings of the City Council shall be public, and shall be held at City Hall, except that the City Council may designate another place for such meetings, if needed. Special meetings shall be called by the City Secretary upon request of the City Manager, Mayor or a majority of the members of the Council.

Workshops can be called to hear reports and discuss in depth, matters of interest to the city. Workshops must be posted on an agenda in the same manner as a regular or special meeting. Workshops can be conducted before/during, or after a regular/special city council and can be posted on the same agenda. Or, a workshop can be scheduled for another date/time other than a regular/special city council meeting.

Charter Article 3 Section 3.10:

Rules of Procedure: *Provides that the Council shall determine its own rules of procedures for meetings. There are six (6) Council Members but Five (5) qualified members of the City Council, including the Mayor, or Mayor Pro-Tem, shall constitute a quorum to do business and the affirmative vote of a majority of those present shall be necessary to adopt any ordinance or resolution.*

The vote upon passage of all ordinances and resolutions shall be taken by the “ayes” and “nays” and entered into the minutes.

Charter Article 3 Section 3.01(c):

Presiding Officer: *The Mayor shall preside at meetings of the City Council but shall have no regular administrative duties. The Mayor may participate in the discussions of all matters coming before the Council, but shall not be entitled to vote as a member on any matters except in case of a tie, when he/she shall have the right to cast the deciding vote.*

PROCEDURES FOR PLACING AN ITEM ON THE AGENDA:

1. Requests to have an item placed on the agenda must be submitted to the city secretary at least seven (7) days before the Council read ahead books are prepared. These books are prepared on the Friday before the scheduled meeting date. The Mayor or City Manager may place an item on the agenda for consideration within such seven-day period if it is an unexpected matter requiring the immediate attention of the Council, otherwise items submitted less than seven days before the read ahead books are prepared may be postponed to a later meeting.
2. The Mayor, City Manager, City Attorney, City Secretary, or any two (2) Councilmembers may request an item to be included on the agenda. The person or persons requesting an item be placed on the agenda will consult with the City Manager to ensure sufficient information pertaining to the issue is coordinated with the entire Council and to determine the appropriate timing for consideration of such items.
3. The City Manager /City Attorney/Mayor will decide whether a request is within the subject matter jurisdiction of the city council. Items not within the subject matter jurisdiction of the council may not be placed on the agenda.
4. The City Manager/City Attorney or City Secretary shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item, or consent item. An item not appearing

on the agenda shall not be taken up for discussion as a matter of council business during any council meeting.

5. City Council can go into Executive (closed) Session in accordance with the Open Meetings Act.

6. A Consent Agenda contains routine and typically non-controversial items, which do not need further discussion and may be approved with one motion and vote. An explanatory note preceding the consent agenda is recommended as a note to the public:

“All matters listed under consent agenda, are considered to be routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.”

AGENDA: The Mayor/ Presiding Officer will follow the agenda as published , however, the Mayor/Presiding Officer shall have the prerogative of addressing items out of order.

CITIZEN PARTICIPATION AT MEETINGS

A meeting that is open to the public under the Open Meetings Act is one that the public is permitted to attend. The City of Gatesville allows citizens within the city limits the opportunity to speak on a subject that is not included on the notice of agenda during the “Hear Visitors/Citizen’s Forum” in a Council Meeting. The time limit to speak is three (3) minutes but the Mayor may extend the time limit at his/her discretion. Citizens outside the city limits may only speak during a public hearing that is scheduled during a meeting if it will affect them (such as a proposed annexation). The Council may not engage in discussion with any citizen during the “Citizen’s Forum” except to state specific factual information or recite existing city policy. The City of Gatesville also allows a citizen to speak to the Council regarding an agenda item if they have indicated on the pre-meeting sign-up sheet that they wish to speak.

DECORUM AND DEBATE: The Mayor/Mayor Pro-Tem shall preserve order and decorum at all times, whether it is during citizen’s forum or with councilmembers. The Mayor will prevent personal attacks from citizens during visitor’s forum or public hearings and the impugning of members’ motives, and confine members in debate to the question under discussion during a Council Meeting. The presiding officer must not permit debate or comments from any who have not been recognized. Interruptions must be silenced by voice or other means, and in the event of any person’s failure to

heed the directions of the Chair, the Chair may have that individual removed from the room.

Adopted this 10th day of January, 2023.



By: *Gary M. Chumley*
Mayor, Gary M. Chumley

Attest: *Wendy Cole*
City Secretary, Wendy Cole