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CHAPTER 1 GENERAL PROVISIONS

ARTICLE 1.03 CITY COUNCIL

Division 2. Meetings\*

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## Division 2. Meetings <sup>\*</sup>

### **Sec. 1.03.031 Time and place; rules of procedure**

The city council shall hold two (2) regular meetings each month and may hold as many special meetings as may be necessary to conduct city business. The first regular monthly meeting of the city council shall normally be held on the second (2nd) Tuesday of each month, at 7:00 p.m. in the municipal complex of the city. The second regular monthly meeting of the city council shall normally be held on the fourth (4th) Tuesday of each month, at 7:00 p.m. in the municipal complex of the city. The mayor or the city council shall retain the right to convene for only one (1) regular meeting in any month should they so desire or should circumstances so warrant. The mayor or the city council shall retain the right to change such regular monthly meeting dates in the event of a conflict with holiday schedules or other appropriate circumstances. The mayor, of his or her own motion, or on the application of three (3) councilmembers may call special meetings by notice to each member of the city council, the city secretary and the city attorney. Notice of all meetings shall be posted in accordance with the Texas Open Meeting Law. The procedure at all meetings of the city shall be in accordance with the provisions of the latest edition of Roberts Rules of Order. (1986 Code, ch. 1, sec. 4(D); Ordinance adopting 1993 Code; 1993 Code, sec. 1.404(a); Ordinance 570-08 adopted 3/3/08; Ordinance 640-11 adopted 9/19/11; Ordinance 724-15 adopted 12/10/15; Ordinance 793-19 adopted 6/11/19)

### **Sec. 1.03.032 Recording of meetings**

A person in attendance at a posted city council meeting may record all or any part of the open meeting by means of a tape recorder, video camera or other means of oral or visual reproduction. However, the governmental body may adopt reasonable rules to maintain order at the meeting, including rules relating to:

- (1) The location of the recording equipment; and
- (2) The manner in which the recording is conducted.

(1986 Code, ch. 1, sec. 4(D); Ordinance adopting 1993 Code; 1993 Code, sec. 1.404(b); Ordinance 615-10 adopted 4/19/10)

### **Sec. 1.03.033 Presiding officer**

The mayor shall be the presiding officer of the city council. At the first meeting of each new city council, or as soon thereafter as practicable, the city council shall elect one (1) councilmember to serve as mayor pro-tempore for a term of one (1) year and to perform the duties of the mayor in the event of the mayor's failure, inability or refusal to act. (1986 Code, ch. 1, sec. 4(E); Ordinance adopting 1993 Code; 1993 Code, sec. 1.404(d))

**State law reference**—Mayor as presiding officer, V.T.C.A., Local Government Code, sec. 22.037.

**Sec. 1.03.034 Quorum**

Any three (3) of the councilmembers shall constitute a quorum for the transaction of business. The quorum has the power to appoint any councilmember as a presiding officer at any meeting at which the mayor and mayor pro-tempore are absent. The quorum shall have power to enact such resolutions and ordinances not inconsistent with the laws and constitution of this state as shall be deemed proper for the government of the city. (1986 Code, ch. 1, sec. 4(F); Ordinance adopting 1993 Code; 1993 Code, sec. 1.404(e))

**State law reference**—Quorum requirements, V.T.C.A., Local Government Code, sec. 22.039.

**Sec. 1.03.035 Placement of items on agenda**

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 place 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 insure 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; 1993 Code, sec. 1.404(g))