



RULES OF ORDER

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City Charter 3.5 B - Parliamentary Procedure.



At the beginning of each term, the Council shall adopt rules of order.

PURPOSE

- A procedural guide
- For the benefit of the City Council
- Provide general information to the public
- Applies to all meetings of Council

PRESIDING OFFICER

The Mayor presides at all Council meetings, and Mayor Pro Tempore presides in Mayor's absence.

The Mayor Pro Tempore, when presiding, exercises all powers & duties of the Mayor, but votes as a Representative.

Alternate Mayor Pro Tempore presides if both Mayor and Mayor Pro Tempore are absent, and shall vote as a Representative.

QUESTIONS OF ORDER

- All questions of order shall be decided by the presiding officer (Mayor).
- If a Council Rep. appeals the Mayor's decision, a majority present may override the decision.
- Robert's Rules of Order govern where not in conflict with the Council Rules of Order.

PRECEDENCE OF MOTIONS

Certain motions must be voted on first

Robert's Rules of Order provides additional guidance for order of motions

To:	You say:	Interrupt Speaker	Second Needed	Debate	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority

OBTAINING THE FLOOR



Each member must be recognized by the Mayor prior to obtaining the floor to speak.

Each member has the floor for up to 10 minutes.

Only the member who has the floor may make a motion.

Each member may speak two times, but must wait for all others before speaking a second time.

The speaker may only address the item under consideration.

RIGHT OF CITIZENS TO BE HEARD



- City Council = limited public forum – Council may place reasonable time, place and manner rules to allow the Council to conduct business efficiently, and allow Council to maintain decorum.
- Public Hearings/Agenda Items:
 - Public may speak regarding all agenda items, and may speak for 3 minutes.
 - Speaker must notify Clerk in advance.
- Public Comment/Non Agenda Items:
 - Up to 60 minutes provided at regular Council meetings for “Call to the Public”
 - Persons must sign up prior to 9:00 a.m. on the day of the meeting
 - Lobbyists must indicate that they are a lobbyist on the sheet and verbally when speaking.
 - Speakers may not grant their time to another, nor purport to speak for another who is not present.
 - Documents for distribution must be submitted to the Clerk by 9:00 a.m.
 - Interpreter services may only be provided by the City’s certified interpreter.

RIGHT OF CITIZENS TO BE HEARD Cont'd

- The speaker may use the overhead projector, and must submit the document to the City Clerk's Office one day before. Documents containing insulting, profane, threatening or abusive language, nudity, or campaign material will be rejected.
- Members of the public may not submit presentations electronically, but may bring printed documents to the City Clerk's Office one day before the meeting to be scanned for presentation during the meeting.
- Any group of 5 or more persons wishing to speak on the same topic must select 1 representative to speak for the group, who will have 3 minutes to speak.
- "Call to the Public" topics may not be deliberated.
- Personal attacks, political statements and campaigning are not permitted.
- Members of the public should address their questions to the Council, not to the staff.
- Members of the public may not be disruptive of the meeting, and the Mayor may ask a disruptive member of the public to leave the meeting.

PARLIAMENTARIAN



The City Clerk and the Deputy City Clerk serve as Parliamentarian and Alternate Parliamentarian, respectively.



The Parliamentarian:

- Advises the Mayor in responding to points of order and general inquiries; and
- Advises the Mayor regarding conducting the meeting according to the rules



Only the Mayor can rule on the proper application of the rules, and Council can overrule by majority vote.

Use of Electronic Devices

- Council may not use electronic device during any meeting except the computers provided at their seats. *Except that during the virtual meetings, Council may use devices needed to enable access, and notify the Mayor to request the floor.
- Council may not use any communication device during meetings and may not bring communication devices into the room during closed sessions unless they are being used to aid in executive session presentations. *Except that during the virtual meetings, Council may use devices needed to enable access.
- If a Council member needs to take a call, respond to a text message, etc. she must excuse herself from the dais to engage in that communication.
- Council's desktop computers may only be used during a meeting to vote, view presentations, research to aid the council member, and communication via email to staff.
- During meetings, City Council members shall not text, tweet, blog, post on Facebook, Instagram or use any other social media platform.

TIME AND LOCATION OF MEETINGS

- The Charter requires meetings every 2 weeks.
- Meetings begin at 9am (unless schedule change approved by majority of council-Currently 3:30pm).
- A majority of Council may reschedule the time and place of any City Council meeting in accordance with the requirements of the Texas Open Meetings Act.

Questions?