

# **CITY OF LEAGUE CITY RULES OF PROCEDURE 2017**

**(AS ADOPTED JUNE 27, 2017  
RESOLUTION No. 2017-109)**

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## **ARTICLE I**

### **PREAMBLE**

The City Council of League City is the governing body for the City of League City, Texas. As such, it is responsible for its own development, discipline, and performance, as well as the integrity of governance. In addition, the City Council is responsible for a wide range of activities and oversight in its policy making and governance role. It is the responsibility of the City Council to: (1) set policy, (2) allocate municipal resources, (3) establish expectations for fair and open government, and (4) ensure the Council as a body works together as an effective team. To achieve those goals, the Council hereby determines that it is necessary and proper to adopt rules of procedure to guide its official actions, deliberations of city affairs, and responsibilities to all stakeholders.

By adopting the Rules of Procedures, the City Council acknowledges its responsibility to the citizens of League City, to each other, and to the City Manager and professional staff. The City Council will govern the City in a manner associated with a commitment to the preservation of the values and integrity of democratic representative local government, and a dedication to the promotion of efficient and effective governance. The following policy statements and rules will serve as a guide and acknowledgement to the commitment of serving the best interest of the citizens of League City.

## **ARTICLE II**

### **RESPONSIBILITIES TO THE ELECTORATE**

#### **Section 1. Informed City Council.**

(a) When a member of Council is appointed to serve as a member of or liaison to a board, the member is responsible for keeping the Council informed of significant board activities.

(b) Each new member of Council shall, upon taking the oath of office, be provided the following vital information:

- (1) City Charter;
- (2) Comprehensive Plan;
- (3) Current budget;
- (4) Comprehensive annual financial report for the last fiscal year;
- (5) Any Council-adopted strategic plan in effect for the City;
- (6) City Council Rules of Procedure; and
- (7) Public Information Act and Open Meetings Act Training.

(c) Council shall be afforded the opportunity to tour various City facilities (i.e., City Hall, Police/Fire stations, Park facilities, Public Works facilities, etc.) upon reasonable request to the City Manager.

(d) Documents provided to any member of City Council shall also be distributed to all other members of the Council. The City Manager shall prepare and submit to Council within one hundred and twenty (120) days of the end of the fiscal year a preliminary report on the finances of the City for the preceding year. The final audited financial report will be submitted to council within one hundred and eighty (180) days as required by state law. The City Council shall receive a report on all administrative activities of the city within forty-five (45) days of the end of the fiscal year. The City Manager shall keep the Council advised of the financial condition and future needs of the city and make such recommendations that may seem desirable.

#### **Section 2. Training encouraged.**

Each member of Council is encouraged to attend at least one Texas Municipal League sponsored conference each year in order to stay informed on issues facing municipalities.

## **ARTICLE III**

### **DUTIES AND ROLES OF MEMBERS OF COUNCIL**

#### **Section 1. Council equality.**

The governing authority of the City Council rests in the collective body politic and not in its individual members. No one member of Council has greater authority than any other member of Council. Except for those powers designated by state law, the City's Charter, ordinances, or these Rules of Procedure, which may be exercised by the mayor or mayor pro-tem, the sole official power of each member of Council exists through the exercise of his or her individual vote.

#### **Section 2. Role of Mayor.**

The mayor shall preside at meetings of the council, and shall be recognized as head of city government for all ceremonial purposes and by the governor for purpose of emergency management and disaster mitigation purposes, but shall have no regular administrative duties other than as prescribed by state law. The mayor may participate in the discussion of all matters coming before the council. The mayor may issue and present proclamations and recognitions, and attend other ceremonial functions on behalf of the City of League City. Granting City sponsorship of community events shall be a policy decision of the Council. Furthermore, the mayor shall nominate the members of all city boards and commissions, subject to confirmation by City Council.

#### **Section 3. Council subcommittees.**

The role of any council-appointed subcommittee is to evaluate policy alternatives and to recommend policy direction to the full council. Subcommittee reports shall be made under the standard item for such reports at work sessions and regular meetings. Council deliberation of subcommittee recommendations shall occur at regular meetings.

#### **Section 4. Strict confidentiality.**

(a) Legal counsel from and matters discussed with the City Attorney are confidential and legally protected by the attorney-client privilege. This privilege belongs to the entire City Council and may be waived only by majority vote of the Council. A member of Council should not divulge or disclose any such privileged matter unless the Council has voted to waive the privilege.

(b) Because disclosure of confidential information by an individual member of Council: violates both the public trust and Council trust; damages the City's position in negotiations,

disputes, and litigation; and is contrary to the best interest of the citizens of League City, it shall never be tolerated.

**Section 5. Interference with staff.**

Under the Council-Manager form of government as adopted by the City Charter, interference by members of Council in the city's administrative service, including the hiring, firing, and work of City staff (except those positions appointed by the City Council pursuant to the Charter or an ordinance) is prohibited.

**Section 6. Procedures for contact with staff.**

(a) Members of Council should direct information requests to the City Manager or his/her principal assistants (Deputy City Manager and Assistant City Manager). A request that requires an expenditure of City resources should always be directed to the City Manager.

(b) It is understood that personal relationships may exist between members of Council and individual City staff. This section is not intended to limit purely personal relations or casual contacts.

**Section 7. Keeping the City Council informed.**

Any member of Council who serves as a member of or liaison to a City board or as the City's representative on a council of government or other governmental body, is responsible for keeping the Council informed of significant board activities.

## **ARTICLE IV**

### **MEETINGS**

#### **Section 1. Informational Meetings.**

(a) On all council agenda items involving major policy issues, the city manager shall provide briefing material to the council in advance of council consideration.

(b) In addition to council meetings provided for in state law and the charter, the City Council may conduct the following types of meetings in order to gather information on issues and matters coming before the Council:

(1) **Work Sessions.** Work sessions may be held for the City Council to receive supplemental information and briefings from staff regarding items contemplated for a future regular meeting. Work sessions will be held prior to convening in regular meetings to receive supplemental information and briefings from staff and to allow clarification of items on an upcoming agenda. Work sessions will be open to the public in accordance with the Texas Open Meetings Act. Council members are encouraged to ask technical questions of staff about all agenda items prior to the regular meeting.

(2) **Strategic Planning Sessions.** The City Council is responsible for establishing a vision for the City of League City and planning for its future. On an annual basis, the Council shall convene in at least one strategic planning session wherein the Council sets priorities, goals and objectives for the City. Policy direction should be consistent with the strategic goals and objectives.

#### **Section 2. Council addition to meeting agendas.**

A Council addition to a meeting agenda can only be made by the written request, directed to the City Manager or City Secretary, by the Mayor or any two Council members, that is received by noon on Tuesday of the week before the meeting on the agenda of which the item is requested to be placed. A Council agenda item for which the request is received after this deadline will be placed on the agenda of the regular meeting immediately following the meeting for which the item was requested. This section shall apply to proclamations, awards, and recognitions to be issued or presented by the Chair during that portion of meeting agendas.

### **Section 3. Consent agenda.**

- (a) The consent agenda consists of routine, operational items and previously discussed items that may not require additional deliberation by the Council. The City Manager has the authority to add or remove items from the consent agenda.
- (b) During the consent agenda section of a meeting, a consent agenda item may be removed upon the request of any member of Council. Each item so removed shall be opened separately for discussion and action during the very next section of the meeting agenda, entitled Items Removed from Consent Agenda.

### **Section 4. Public comments ~~Rules for speakers.~~**

- (a) Notwithstanding the use or invoking of any parliamentary rule or procedure, the public comment portion of Council meetings shall take place prior to consideration, deliberation, or action on any business item.
- (b) The Chair shall enforce the following rules for members of the public who wish to speak at a Council meeting:
  - (1a) A person wishing to address the City Council during the citizen comments section of an agenda must first sign in with the City Secretary. The following information must be provided on the sign-up sheet: name, residence address, daytime telephone number, and the subject matter to be addressed, including the agenda item number, if applicable.
  - (2b) Speakers must address their comments to the entire Council rather than to individual members of council or staff. Any speaker making personal attacks or using vulgar or profane language shall forfeit his/her remaining time and shall be seated.
  - (3e) A person who signs in to speak on a public hearing item will be called at the time the public hearing item is reached on the agenda. The Chair shall call speakers in the order that they appear on the speaker request forms. When there is more than one speaker on the same subject, members of Council shall delay their comments until after all speakers on the subject have been heard.
  - (4d) All speakers will have a maximum of three minutes to address the Council, unless the time is extended by the Chair. For scheduled public hearings on an application, the applicant will be allowed a maximum of ten minutes to make a presentation regarding said application.



**Section 5. Council comments and reports.**

The agenda of regular Council meetings shall have one section entitled “Comments/Reports from Members of Council” to allow comments and reports from each and every member of Council. The Chair shall grant the floor to each member of Council, including himself/herself, during this portion of the meeting agenda. The Mayor Pro Tem shall speak first, followed by the other Council members in rotation according to position, with the mayor granted the honor of speaking last. A member of Council who is absent for his/her turn shall forfeit that turn only and shall continue to be part of the rotation.

**Section 6. Sergeant-at-arms.**

The chief of police or his or her designee shall act as sergeant-at-arms for the City Council and shall furnish whatever assistance is needed to provide security and enforce the rules of the City Council.

**Section 7. Reporting absence by Member of Council.**

Any member of Council who reasonably expects to be absent from any meeting of the City Council should communicate this expectation to either the City Manager or City Secretary at least twenty-four (24) hours before the meeting if practicable.

**Section 8. Official acts unaffected.**

A violation of these Rules of Procedure does not invalidate any otherwise lawful act of the Council.