

CITY OF SANDY OAKS, TEXAS

ORDINANCE NO: 2014-2

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE CREATION AND POSTING OF AGENDAS, THE CALLING OF REGULAR MEETINGS, SPECIAL MEETINGS, PUBLIC HEARINGS AND WORKSHOPS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER DETAILS RELATING TO THE PASSAGE OF THIS ORDINANCE.

WHEREAS, the City Council of the City of Sandy Oaks, Texas, desires to adopt and establish Procedures for the creation and posting of agendas and the calling of special meetings, regular meetings, public hearings and workshops, hereinafter (“Agenda and Meeting Procedures”); and

WHEREAS, the purpose of the Agenda and Meeting Procedures contained herein is to establish guidelines for the conduct and procedures of meetings and proceedings of City Council of Sandy Oaks, Texas; and

WHEREAS, the these Agenda and Meeting Procedures augments the *Robert’s Rules Of Order Newly Revised*, municipal rules of procedure and state law, where applicable, to ensure that members of the City Council and staff adhere to the guidelines established by the City Council to conduct all meetings and procedures; and

WHEREAS, it is the intent of the City Council that all future appointed and elected Council Members adhere to these guidelines:

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

SECTION 1: PLACEMENT OF ITEMS ON AGENDAS

The following persons may place items on a City Council Agenda

- a. the Mayor
- b. at least two City Council members, or
- c. the City Administrator.

SECTION 2. SPONSOR DESIGNATION

Written agenda items shall include the name of the sponsoring person(s).

SECTION 3. RESPONSIBILITY FOR COMPILING AND POSTING AGENDAS

The agenda shall be compiled and posted by the Office of the Mayor. The Mayor shall establish reasonable and accessible procedures for accomplishing this task and may delegate this task to another municipal officer or staff member.

SECTION 4. CONSENT AGENDA ITEMS.

- a. Any agenda may contain a subsection to be entitled "Consent Agenda" that contains routine items that do not need further discussion and may be approved with one motion and vote. The consent agenda portion of the printed agenda shall be preceded by the following explanatory note to the public:

"All matters listed under Consent Agenda are considered to be routine by the City Council of the City of Sandy Oaks 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."

- b. The City Council and City Administration agree in advance on the general type of items that are to be included on the Consent Agenda. Routine business found on consent agendas will include:
 1. Approval of license applications and bonds;
 2. Resolutions;
 3. Approval of payments of contracts; and
 4. Bid and contract awards.
- c. The City Council sets a policy for items to be included on the consent agenda, which are listed above. When the consent agenda is used, the City Clerk is to ensure that such consent agenda items are incorporated into the minutes of the City Council Meeting.
- d. Any item may be pulled from the Consent Agenda at the request of a single Council member and/or the Mayor and will be considered as a regular agenda item.

SECTION 5. SPECIAL MEETINGS A special meeting may be called by the Mayor or by the petition of three city council members. The Mayor shall establish reasonable and accessible procedures for calling special meetings.

SECTION 6. UNFINISHED BUSINESS Each regular meeting agenda shall contain a section entitled "Unfinished Business" that will contain agenda items held over from previous regular meetings. This section shall follow the Consent Agenda.

SECTION 7. Budget Report. Each regular meeting agenda shall contain a budget report that will include the starting balance for the previous month, expenses for the previous month, expenses paid the previous month, receipt of any monies the previous month, all deferred payments, accrued expenses the previous month and the ending balance for the previous month.

SECTION 8. A two-thirds (2/3) vote of the City Council shall be required to amend, abolish or supersede this ordinance.

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF AUGUST, 2014. Amended MARCH 14, 2015; AMENDED APRIL 9, 2015.



James P. Clement, Mayor

ATTEST:



Charlotte Rabe

City Clerk