



AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, JANUARY 9, 2023
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council Workshop Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend

or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

PRESENTATIONS

1. Discuss and provide directions to the City Secretary on amendments to the Council Rules of Procedure and Code of Conduct Manual

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on January 6, 2023, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Linda Proskey, City Secretary



AGENDA MEMORANDUM

DATE: December 13, 2022

TO: Honorable City Council Members

FROM:

THROUGH: Patrick Shelbourne, Council Member, Place 1
Jan Hill, Board Member
Mark Taylor, Council Member, Place 6

SUBJECT: Discuss and provide directions to the City Secretary on amendments to the Council Rules of Procedure and Code of Conduct Manual

BACKGROUND/INFORMATION:

The Council Rules of Procedure Committee has reviewed and made suggestions to update the Rules of Procedure and Code of Conduct Manual.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council-Rules-of-Procedure redline draft 10.11.2022
2. Council-Rules-of-Procedure 10.20.2022 Clean Draft

REVIEWED BY:

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 11/8/2022

Final Approval - 11/8/2022



CITY OF WATAUGA
COUNCIL RULES OF PROCEDURE
AND
CODE OF CONDUCT
MANUAL

Redline Draft
10/11/2022

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Section 1 - GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. **Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.**

In addition to establishing rules of procedure to be followed at Council meetings, this document is also intended to provide guidelines for Council member conduct outside of Council meetings when acting or conducting business as a member of the Watauga City Council.

Section 2 - AUTHORITY

The City Charter of Watauga, Texas [Adopted: January 19, 1980, and last amended November 5, 2019] provides in Article II (The Governing Body), Section 3.09 (Meetings and rules of procedure) that "The Council shall determine its own rules and order of business..." Thus, this Council Rules of Procedure and Code of Conduct Manual is established. This Council Rules of Procedure and Code of Conduct Manual shall be reviewed by the City Council at least every two years in an open meeting. In the event of any conflict between Texas State law, the City Charter, and/or this Rules of Procedures Manual, Texas State law shall prevail and control. In the event of any conflict between the City Charter and this Rules of Procedures Manual, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert's Rules of Order Newly Revised* (RONR) (issued in odd-numbered years). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or state law, the Council will refer to RONR, which shall determine such procedural issue. RONR is merely a parliamentary reference and any failure to explicitly follow RONR shall not serve to negate any action taken by the City Council. For clarification purposes, the only way to second a motion is for a City Council Member to state "I second the motion" or a similar phrase.

Section 3 - MEETINGS

3.01. Texas Open Meetings Act

The City Council shall follow the Texas Open Meetings Act.

3.02. Regular Meetings

The City Council shall conduct regular meetings generally on the second and **forth** Mondays of every month. Regular meetings shall generally commence at 6:30 p.m. The regular meetings of the City Council shall be held at City Hall and are open to the public. ~~The dress code for regular meetings is business-casual.~~

3.03. Workshop Meetings

~~Workshop meetings are commonly scheduled by the City Manager; however, the Mayor or Members of the City Council are encouraged to request workshop topics during Items for Future Agendas. Workshop meetings are normally conducted prior to regular meetings at 5:30 p.m. but may also be conducted at other times as well. The purpose of a workshop meeting is to exchange information between Council, staff, vendors or other groups. No official action is taken by Council during these meetings, but workshops shall be posted, and are open to the public. The dress code for workshop meetings is business casual.~~

The City Manager commonly schedules workshop meetings; however, the Mayor or Members of the City Council are encouraged to request workshop topics during Items for Future Agendas. Workshop meetings are normally conducted prior to regular meetings at 5:30 p.m. but may be conducted at other times. The purpose of a workshop meeting is to exchange information between Council, staff, vendors, or other groups. The Council takes no official action during these meetings, but workshops shall be posted and are open to the public. The dress code for workshop meetings is business casual.

3.04. Special Meetings

Any additional meetings may be scheduled by the Mayor, a minimum of three (3) Council Members, or by the City Manager to occur outside of the second Monday of the month. Such meetings shall be posted and are open to the public. ~~The dress code for special meetings is business casual, subject to modification by the City Council based on the circumstances (i.e., retreat, outdoor tour, etc.).~~

3.05. Agenda

- a. The Mayor, each City Council Member, with the concurrence of a second Council Member, and the City Manager shall have the right to have matters of city business included on City Council meeting agendas. Agenda items, including **necessary** or applicable supporting documents and materials ~~to be included~~ in agenda packets, shall be submitted in written form to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. ~~The Council Packet posting deadline for Regular City Council Meetings is the Wednesday before the Regular City Council Meeting and the agenda posting deadline for the public packet and for Special City Council meetings is 72 hours in advance of any Special City Council Meeting. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed that item on the agenda and such removal shall be made prior to the public posting of the official meeting notice. Agenda packets will be available to the City Council Members no later than 6:00 p.m. the Wednesday before each Regular City Council Meeting, and at least 72 hours in advance of any Special City Council Meeting. Amendments to items and supplemental items may be placed on the Agenda as necessary at the discretion of the City Manager if done so in accordance with the Texas Open Meetings Act~~

Council packet posting deadline for Regular City Council Meetings is Wednesday before the regular meeting. The agenda posting deadline for the public packet and Special City Council meetings is 72 hours in advance of any Special City Council Meeting. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed the item on the agenda and shall be made prior to the public posting of the official meeting notice. Agenda packets will be available to the City Council Members no later than 6:00 p.m. the Wednesday before each Regular City Council Meeting and at least 72 hours in advance of any Special City Council Meeting. Amendments to items and supplemental items may be placed on the agenda as necessary at the discretion of the City Manager if done so in accordance with the Texas Open Meetings Act.

- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in ~~a manner and~~ time sufficient to allow for their review prior to this submittal deadline.
- c. A person other than the Mayor, a Council Member, or the City Manager requesting that a matter or item be included on the City Council Meeting Agenda under New Business must complete the form attached hereto as Annex D and submit the same to the office of the City Secretary at least fourteen (14) days prior to the agenda posting deadline for which the request is made. If the Mayor, a Council Member, or the City Manager determines that consideration of the item or items is in the best interest of the City, those items shall be placed on the City Council meeting agenda with the Mayor, Council Member, or City Manager making the determination being listed as the sponsoring official. The sponsoring official needs to ensure all relevant materials concerning the agenda item are provided to the City Secretary's office at least fourteen (14) days prior to the agenda posting deadline for the City Council Meeting.
 - 1) Any person wishing to make a presentation that includes video, or another form of electronic media, must provide that information in digital format to the City Secretary's Office no later ~~than three (3) hours eight (6) one business day~~ **eight (8) hours** prior to the scheduled starting time of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics, or pictures that are offensive or reflect personal attacks on other individuals, the City Council members, or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.
- d. All matters of City business (agenda items), including supporting materials, shall be submitted to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. ~~The Mayor or the Mayor Pro-Tern, in the Mayor's absence, may make exceptions to this requirement for Special City Council meetings, and in emergency cases, as determined by the Mayor or the Mayor Pro-Tern, in the Mayor's absence.~~ **The Mayor or the Mayor Pro-Tern (in the Mayor's absence) may make exceptions to this requirement for Special City Council meetings and in emergency cases, as**

determined by the Mayor or the Mayor Pro-Tem (in the Mayor's absence).

- e. There shall be no limitation ~~as to~~ **on** the number of items that may be placed on the Consent Agenda. However, any Council member shall have the right ~~at any time~~ to request the removal of any ~~item or~~ items from the Consent Agenda. ~~Such item or items shall be moved to New Business for purposes of discussion, debate, or action.~~ **Such items shall be moved to the beginning end of Action Items for discussion, debate, or action purposes.** The Mayor ~~of the City of Watauga~~, as presiding officer of the meeting, shall honor such a request.
- f. There shall be no limitation ~~as to~~ **on** the number of items under the Action Items category.

3.06. Minutes

~~Minutes of City Council meetings will be recorded and maintained by the City Secretary.~~
The City Secretary will record and maintain the minutes of City Council meetings.
The minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments and public testimony. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

Section 4 - STANDARDS OF CONDUCT

4.01. Mayor and City Council Members

The Mayor and Council Members shall demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and ~~for~~ the community and citizens being served. Elected officials should exhibit appropriate behavior. ~~The Mayor and all~~ **All** members of the City Council, **and the Mayor,** when authorized to vote, have equal votes, and the Mayor and all Council Members speak only for themselves.

4.02. Council Relations with the Media

All proposed City press releases, media advisories, story suggestions, or similar items ~~should~~ **shall** be submitted through the City Manager for response or distribution to the ~~Public Information Officer~~ **Director of IT and Communications.**

Any City related business that could gain media attention should be reported as soon as practical to the Mayor. The Mayor and City Manager shall consult to determine if the entire City Council should be notified of the matter. If determined the need to notify is appropriate, the City Manager or ~~his/her~~ **their** designee shall attempt to notify each member of the City Council as soon as practical.

4.03. City Staff (During Meetings)

All remarks and questions addressed to the City Council by staff members ~~may~~ **shall** be addressed to the City Council as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings. The City Manager and City

Attorney shall have the right to participate in all matters ~~coming~~ before the Council. The City Attorney ~~and/or~~ **and/or** City Secretary shall serve as the parliamentary guide for all meetings. All department heads may take part in discussions of the Council relating to their respective offices, departments, or agencies, subject to the provisions of the Texas Open Meetings Act.

4.04. Citizens and Visitors

- a. The presiding officer ~~will~~ **shall** ensure that the decorum of the meeting is maintained and ~~is~~ appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or ~~in~~ any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.
- c. Citizen participation in the meetings is limited to a presentation of views. ~~and~~ **It** shall not be an opportunity for the citizen to interrogate the staff or members of the City Council.
- d. Personal attacks ~~of~~ **on** city staff will not ~~be~~ permitted during any portion of the meeting by citizens or visitors.
- e. Matters under litigation shall only be discussed in ~~closed~~ **Executive Session** by the City Attorney, City Council, and others as authorized by the City Council.

4.05. City Council Members' Absences, Late Arrival, and Conduct During Meetings and Events

- a. Each meeting shall commence with a roll call for City Council members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary, the City Manager, or Presiding Officer prior to the meeting at which the Council Member will not be in attendance. **The Chair shall state in the meeting whether the absence is excused or not as defined in the City Charter, Sec. 3.05 para 2. A personal emergency shall be determined in accordance with the City Charter, Sec. 3.05 para 3.**
- c. Notification of a late arrival to a meeting shall be provided ~~via City-issued devices~~ **as soon as possible** to the City Secretary, City Manager, or Presiding Officer prior to the meeting at which the Council Member will arrive late. Should a member enter the meeting during **the** discussion of an item, that member shall prepare to join/listen to the discussion and vote on the matter ~~by show of hands~~ to prevent delaying the discussion and taking action.
- d. ~~There shall be no use of personal electronic devices i.e. cell phones, ect., by City Council Members during an official meeting, of the Council.~~ **City Council Members shall not use personal electronic devices, i.e., cell phones, etc., during an official meeting.**
- e. Council Members shall, while the Council is in session, preserve order and decorum and no

member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, or disturb any member while speaking, or refuse to obey the orders of the Council or its presiding officer, except as otherwise provided in these procedures.

- f. Council Members shall be prohibited from using profane language during any public meeting. ~~and~~ **They** shall be prohibited from using profane language during any event where the Council Member is present in any official capacity as a representative of the City of Watauga City Council.
- g. Council Members shall be prohibited from using misinformation, hyperbole, or exaggeration during the deliberation on any matter during any public meeting.
- h. Council Members are ~~expected to~~ always **to** be fair and courteous to fellow Council Members, appointed officials, employees, vendors, and especially other members of the public. Council Members are ~~expected~~ to be capable of expressing themselves and their opinions without the necessity of personal attacks, ~~the use of~~ profanity, ~~the use of~~ hyperbole, and other forms of communicative expression which focus on anything other than the subject matter under deliberation. This City Council policy prohibits the use of such methods as they deteriorate the decorum during public meetings, diminish the characters and reputations of the Council Members, foster bullying, and propagate misinformation which can mislead the public and which interferes with the effective and efficient operation of city government. .

4.06. Use of Social Media

- a. The City Council recognizes and understands that social media is ~~currently~~ a widely used method to share one's life and opinions with family, friends, co-workers, citizens and **people** around the world. However, use of social media to disseminate information related to the city also presents certain risks and carries with it, certain responsibilities. This policy is ~~enacted~~ to establish a set of minimum expectations regarding the behavior of City Council Members to serve as a standard of conduct to guide the members of **the** City Council in making responsible decisions about its members' appropriate conduct when using social media. This policy is ~~designed~~ to avoid ~~the application of~~ arbitrary rules and ~~to~~ ensure protection of constitutionally protected free speech.
- b. In the rapidly expanding world of electronic communication, social media can mean many things. ~~Examples of social media networks are~~ **Social media networks include** Facebook, Twitter, YouTube, Instagram, Nextdoor, and many others. Social media ~~includes~~ **consists** of all means of communicating or posting information or content of any sort made accessible to others using the Internet, i.e., this access is not limited to certain devices, accounts, or platforms. Platforms include, by way of example, a website blog, a personal website or webpage, a social networking account or an affinity website, **a** web bulletin board, or a chat room, whether or not associated or affiliated with the city or a particular City Council Member, as well as any other form of electronic communication.
- c. If a Council Member posts statements, photographs, video, or audio, careful consideration ~~should be had~~ **must be taken** as to whether ~~the post may reasonably be viewed by others~~ **could view the post as** malicious, obscene, threatening, or intimidating, whether it

disparages officials, employees, members of the public, vendors, suppliers, and any other organizations associated with or doing business with the city, or whether the post might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to ~~intentionally harm someone's reputation~~ harm someone's reputation intentionally or posts that could contribute to a hostile work environment ~~on the basis of~~ based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or posts which violate the City Charter or City policy. A Council Member that takes an active role, rather than a legislative role, in any city matter may expose oneself to personal liability should a post result in a civil tort against a person or organization, such as tortious interference with a contractual obligation, slander, liable or other civil law violation. Such action interferes with and disrupts city business and ~~results in a disruption to city business and~~ may involve the city itself in legal claims, impeding efficient and effective delivery of city services. Any post ~~that is determined by the City Council to be~~ that the City Council determines to be reasonably viewed as malicious, obscene, threatening or intimidating or meant to intentionally harm someone's reputation, or could contribute to a hostile work environment ~~on the basis of~~ based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or violate the City Charter or city policy is prohibited.

- d. ~~Council Members, when disseminating information related to the City are required to provide accurate and truthful information to the public.~~ When disseminating information related to the city, Council Members must provide accurate and truthful information to the public. Council Members have access to all information necessary to carry out their duties as Council Members and can reasonably verify any information communicated to the public; therefore, honesty and accuracy ~~is~~ are required when posting information related to city business. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched, located, and recovered. Never post any information or rumors ~~that~~ you know to be false about the city, fellow elected or appointed officials, employees, members of the public, citizens, vendors, and people working on behalf of the city, as ~~such~~ it is prohibited. Communicating misinformation, hyperbole, or exaggeration causes citizen and public confusion. ~~And It~~ substantially impairs the efficient and effective operation of the city government as it is obligated to investigate the statements made, correct misinformation, and provide accurate and truthful information to the public. Do not engage in a back-and-forth exchange with residents/commenters
- e. Pursuant to and in accordance with the Texas Public Information Act, and ~~in order~~ to allow the City Manager to fulfill duties to protect and preserve public information imposed by Texas law, any social media post made by a City Council Member related to city business on any platform other than an official city-managed social media channel must be collected and preserved by delivering a full and complete copy of any post to the City Manager's Office immediately upon posting, if possible, and no later than 48 hours upon posting otherwise. Failing to do so places ~~the~~ public information at risk of loss due to theft, data corruption, or device failure. In addition, failing to notify city administration of information disseminated to the public may significantly impair city operations in the event inquiries are made to city staff without knowledge of the representations made by a Council Member. ~~Therefore~~, current information is necessary for the efficient and effective operation of the city government.

- f. In posting information, City Council Members shall maintain the confidentiality of the city and county's internal or confidential information. This may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other business-related communications intended for internal use or that may contain confidential, private, or security information.
- g. Abide by all state and federal laws, including but not limited to privacy laws, personal medical/health information under the Health Insurance Portability and Accountability Act (HIPAA), attorney-client confidentiality, copyright, trade secret or other propriety rights, public records laws, retention laws, fair use laws, financial disclosure laws, and any other laws that might apply to the city in connection with any post.
- h. Knowledge of the use of social media rules ~~are~~ is presumed. An assertion that a Council Member did not recognize any post as violative of these policies does not serve as a defense to a claim that a Council Member violated this policy. All Council Members are presumed to have carefully read and fully ~~understand~~ understood the policy and expectations placed upon them as elected officials of the city. All social media postings must be consistent with these policies. Inappropriate postings may include but are not limited to discriminatory remarks, harassment, threats of violence, bullying, misinformation, and exaggeration of fact (whether known, should have been known, or reasonably ascertained by the Council Member prior to posting such information) regarding matters connected to city business, and further includes any similarly inappropriate or unlawful conduct.

4.07. Enforcement of Decorum and Procedures

The chief of police, or such member of the police department as he may designate, in attendance at a meeting shall be the sergeant at arms of the Council meeting. The sergeant at arms shall carry out all orders and instructions given by the presiding officer ~~for the purpose of maintaining~~ to maintain order and decorum at the Council meeting. Upon instruction by the presiding officer, it shall be the duty of the sergeant at arms to either remove or place under arrest any person who violates the order and decorum of a meeting from the meeting place at the direction of the presiding officer.

If the Mayor or the City Council or any Council Member files a complaint that another member of the City Council violated this policy, the Mayor shall place the matter on the next City Council Agenda for consideration and action. At the City Council meeting, the matter shall be called the complaint read out loud and the

~~The Council Member who filed the complaint shall have an opportunity to address the City Council regarding the complaint. Then, the party complained against shall have an opportunity to address the complaint.~~ The Council Member who filed the complaint shall have an opportunity to address the City Council regarding the complaint. The party who received the complaint shall have a chance to address it. After hearing both sides, the remaining City Council shall deliberate on the complaint until the question is called. If the City Council determines by majority vote

that any member of the City Council has violated any of the rules promulgated herein, the Council shall direct the City Attorney ~~to~~ prepare a Resolution of Censure, and such Resolution of Censure, which shall be read out loud for consideration, and shall be read out ~~loud~~ **loud** again upon passage, and upon passage, shall be posted on all city social media accounts and on the landing page of the City's website where it shall remain for 60 days. Further, the Resolution shall have one final reading at the beginning of the next regular city Council meeting after passage. ~~The content of a censure resolution must be approved by a two-thirds vote of all the Council Members unaffected by the censure.~~ **A two-thirds vote must approve the content of a censure resolution of all the Council Members unaffected by the censure.** Such censure shall include public criticism and admonition for violating these rules applicable to City Council Members. Any action which brings cause for the City Council to reasonably believe that a violation of the Texas Public Information Act has also occurred by any City Council Member will be submitted to the Tarrant County District Attorney's Office for review.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement

The Mayor shall determine ~~the~~ seating of the Council Members **at the dais.**

5.02. Conflict of Interest

~~A City Council Member prevented from voting by a conflict of interest shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, and shall not attend executive meetings regarding the matter, and shall otherwise comply with the state law and city ordinances to include the City's Ethics Ordinance concerning conflicts of interest including Chapter 171 of the Local Government Code, as now or hereafter amended.~~

A City Council Member with a conflict of interest on a matter shall not vote, participate in discussions, or attempt to influence the Council's deliberation of the matter in any way. They shall not attend executive session regarding the matter and shall otherwise comply with the state law and city ordinances to include the City's Ethics Ordinance concerning conflicts of interest, including Chapter 171 of the Local Government Code, as now or hereafter amended.

5.03. Voting

Voting, except on procedural motions, shall be accomplished by show of hands of members of the Council or by lighting/electronic device reflecting the ayes and nays. Tabulation of the voting by the Council vote shall be announced in open meetings by the Mayor ~~or his or her~~ **their** duly appointed representative. All members of the Council may have one vote and only one vote on each item and issue. Four (4) members of the Council, excluding the Mayor, shall constitute a quorum. In the event that there are vacancies on the Council, the quorum shall be reduced by the number of vacancies existing. No action by the Council

shall be valid unless adopted by the affirmative vote of at least three of those members attending any meeting at which there is a quorum present.-[City Charter§ 3.09 (c) and as amended].

A Member of the Council may vote to abstain or refuse to vote only on an issue or matter that would create a conflict of interest for that Council Member as defined by State or Local Law(s).

5.04. City Council Liaisons

- a. The City Council may appoint its members to serve as City Council Liaisons ("Liaisons") between the City Council and the various City boards, commissions, associations, corporations, and other City-related organizations and entities ("Entity"). The Liaisons will serve in an advisory capacity and provide guidance, counsel, and communication between the City Council and the Entity. Liaisons are encouraged to attend the meetings of their appointed Entity. Attendance by liaisons is mandatory required. Each liaison is responsible to find a qualified replacement if unable to attend.
- b. Liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year and for other periods deemed necessary and in ~~the best interest of the City~~ the City's best interest. Appointments shall be made at the regular City Council meeting in June of each year or any other time a liaison appointment becomes necessary and is in ~~the best interest of the City~~ the City's best interest. The City Council may, with just cause, remove a Liaison by majority vote.
- c. In the event of a vacancy, the Mayor shall appoint a new Liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.
- d. Liaisons shall not preside over the Entity meetings or vote on any matter that comes before the Entity but shall have the right to fully participate in all discussions of matters that come before the respective Entity.
- e. At no time shall the Liaison act outside ~~the scope~~ of the City of Watauga Home Rule Charter.

5.05. Council Member representation and responsibilities at Federal, State, and local events and functions.

- a. Council Members desiring to represent the City at events and functions shall do so in ~~a professional and respectful manner~~ professionally and respectfully to ensure the reputation of the City of Watauga isn't negatively impacted by ~~his/her~~ their actions while attending the event or function.
- b. Council Members are ~~required to must~~ RSVP to the City Secretary's Office prior to the deadline provided for the event ~~for~~ or function.

- c. ~~Fees for attendance at events and functions representing the City will be paid by the City for the Council Member only.~~ The city will pay fees for attendance at events and functions representing the city for the Council Member only. Should a Council Member's spouse attend the event or function with the Member, it shall be at the sole expense of the Council Member.
- d. ~~If~~ A Council Member who fails to attend an event or function for which an RSVP was provided and a fee was paid by the City and further fails to notify the Mayor, the City Manager or City Secretary's Office with sufficient time to identify and secure a suitable replacement, the Member shall be responsible for reimbursing the City for any and all fees paid on behalf of the Member to attend the event or function.

5.06. Council Interview Committee

- a. The City Council shall select no more than three (3) members of the seated City Council to serve on an Interview Committee ~~for the purposes of interviewing~~ to interview candidates volunteering to serve on the various boards, committees, and commissions of the City. An interview committee composed of three (3) members of the city council shall be appointed by the Mayor for a term of one (1) year (October 1 through September 30) (July 1 through June 30)
- b. The Committee shall be established annually following the general election.
- c. The Committee shall consult with the Council Liaison(s) assigned to the specific board, committee, or commission and the chairperson for that board, committee, or commission prior to recommending reappointment for consideration by the City Council.

Section 6 - CHAIR AND DUTIES

6.01. Chair

The Mayor, if present, shall preside as Chair at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro-Tern shall preside as Chair. In the absence of ~~both~~ the Mayor and Mayor Pro-Tern, the remaining City Council Members shall designate one member of the City Council ~~as~~ to act as ~~e~~Chair and preside for that meeting.

6.02. Preservation of Order

The Chair shall preserve order and decorum, call upon the Police Chief or designated law enforcement officer present at the meeting as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. ~~It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.~~ It is the Chair's responsibility to keep Council Members' comments on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings

Regular and Special meetings will generally adhere to the following agenda:

1. **Workshop Meeting (as needed)**
2. **Call to Order**
3. **Roll Call**
4. **Invocation**
5. **Pledge of Allegiance** (United States and Texas Flags)
6. **Announcements**
7. **Presentations**
8. **Public Comment**
9. ~~Consent Agenda (if necessary)~~ **Public Testimony for Action Items**
10. ~~Public Testimony for Action Items~~ **Consent Agenda (if necessary)**
11. **Public Hearings/Action** (if necessary)
12. **Action Items** (if necessary)
13. **Reports-** The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, City Council Liaisons, or other individuals. (move up under **Presentations**)
- 14.
15. **Items for Future Agendas**
16. **Executive Session/Meeting** (if necessary)
17. **Adjournment**

7.02 Announcements

The Announcements section of the agenda is to allow members of the City Staff or City Council to make a public statement about an upcoming event(s) of interest to the citizens of Watauga or to make a statement of recognition for a person or group, that is not the subject of a presentation. There is no discussion or action to be taken on announcements.

7.3. Addressing the City Council*

~~Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Comment, Public Hearings, or as Public Testimony before Action Item sections of a meeting agenda. Individuals desiring to speak during Public Comment shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex D. The Request to Speak form for Public Comment shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of Public Testimony by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order~~

~~and the efficiency of the meeting. Reasonable time limitations may be placed on public input by the presiding officer to conduct an efficient and effective public meeting.~~

~~*Any individual who is unable to physically stand shall be provided an accommodation to be recognized by the Chair so that they may be recognized and allowed to speak.~~

Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. The City Council desires citizens to participate in the City's governance system and processes actively. Public input to the City Council is encouraged during the Public Comment, Public Hearings, or Public Testimony before the Action Item sections of a meeting agenda. Individuals desiring to speak during Public Comment shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex D. The Request to Speak form for Public Comment shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form before the Chair's introduction of Public Testimony. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and the efficiency of the meeting. The presiding officer may place reasonable time limitations on public input to conduct an efficient and effective public meeting.

~~-~~
*Any individual unable to physically stand shall be provided an accommodation to be recognized by the Chair so that they may be recognized and allowed to speak.

a. Public Comment Section

If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters *not* posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council, nor ~~shall it~~ constitute deliberation or formal action.

Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council, and no formal Council action will be taken.

b. Public Testimony During Action Items

Only those persons who submit a completed Request to Speak form prior ~~to the agenda item being introduced by the Chair~~ the Public Testimony portion of the meeting will be allowed to speak on agenda items set for action (this doesn't include presentations or

reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers' time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

c. Public Testimony During Public Hearings

Public Hearings ~~by their very nature~~ are designed for public input. All citizens that wish to speak at a Public Hearing will be asked to complete a Request to Speak form. That form can be completed prior to the meeting or during the meeting but must be completed prior to the conclusion of the Public Hearing. ~~No further public comments or testimony will be accepted once the Public Hearing has been closed by the Chair.~~ **No further public comments or testimony will be accepted once the Chair closes the Public Hearing.** When prompted by the Chair, each person requesting to speak and that submitted a completed Request to Speak form prior to the opening of the public hearing shall approach the podium to speak when called upon by the Chair. Individuals addressing the City Council shall not exceed their allotted time limit when making their comments; however, the Chair may extend or reduce the speaker's allotted time to conduct an efficient and effective public meeting. Speakers shall not be permitted to donate their time to other speakers. If an individual speaks during the public hearing on the same matter that appears on the Action Items section of the agenda, shall only provide comments not previously provided during the public hearing.

Section 8 - RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be suspended by a two-thirds vote of the members of the City Council present. ~~The vote on any such suspension shall be taken by "Aye" and "Nay" votes and entered upon the record.~~

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various meetings of the Watauga City Council should become familiar with **the** following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business ~~is~~ **are** a right of all members.
4. In doing business, the simplest and most direct procedure should be used.
5. Logical precedence governs **the** introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to ~~know at all times~~ **always know** what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Discussion and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of the chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

~~Parliamentary Strategy~~

Parliamentary Procedure

To Support a Motion	To Oppose a Motion
1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc. if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting.	1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.

~~ANNEX D~~ ~~REQUEST TO SPEAK~~ ~~FORM~~

~~PUBLIC COMMENT, PUBLIC TESTIMONY AND PUBLIC HEARING:~~

~~Public Comment and Testimony during City Council Meetings provide citizens an opportunity to make comments, provide testimony or present information to the City Council. All comments must be directed to the City Council and not an individual Council Member or City Staff. Council may only provide statements of fact on issues raised during Public Comment and may direct the City Manager to resolve or request the matter be placed on a future agenda. Public comments shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended.~~

~~Speakers are limited to three (3) minutes and time shall not be donated to other speakers. After submitting the completed Request to Speak form and submitting to the City Administrative staff, you will be recognized by the Chair to speak. You may approach the speaker's podium and begin comments.~~

~~Please complete the information on the form below and submit it to the City Secretary prior to the start of the Council Meeting for comments during Public Comment, Public Testimony or prior to the introduction of the item for comments during public hearings. Forms not submitted as required will not be accepted. (Check all that apply)~~

☐ Public Comment ☐ Public Hearing ☐ Public testimony

First Name	Last Name	
Address		Phone Number
Are you a resident and/or business owner in Watauga? ☐ Yes ☐ No		Date of Meeting

PUBLIC HEARING OR ACTION ITEM NUMBER(S) you wish to speak about:		
No.	No.	No.
Subject to be presented to the City Council:		

ANNEX E

REQUEST TO SPEAK FORM

PUBLIC COMMENT, PUBLIC TESTIMONY, AND PUBLIC HEARING:

Public comment during City Council Meetings provides citizens an opportunity to make comments or present information to the City Council. All comments must be directed to the City Council and not an individual Council Member or City Staff. The Council may only provide statements of fact on issues raised during Public Comment and may direct the City Manager to resolve or request the matter be placed on a future agenda. Public comments shall not include any ‘deliberation’ as defined by Chapter 551 of the Government Code, as now or hereafter amended.

Speakers are limited to three (3) minutes however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. Time shall not be donated to other speakers.

After submitting the information on the form below and submit it to the City Secretary prior to the start of the meeting. For Public Hearing items forms must be submitted prior to the introduction of the item. Forms not submitted as required will not be accepted.

☐ I HAVE READ AND UNDERSTAND THE STATEMENT ON THE BACK OF THIS FORM

☐ Public Comment

☐ Public Hearing

☐ Public Testimony

First Name	Last Name	
Address		Phone Number
Are you a resident and/or business owner in Watauga? ☐ Yes ☐ No	Date of Meeting	

PUBLIC HEARING OR ACTION ITEM NUMBER(S) you wish to speak about:		
No.	No.	No.
Subject to be presented to the City Council:		

If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct factual misstatements made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen a report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council, nor shall it constitute a deliberation of formal action.

Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council, and no formal Council action will be taken. Individuals addressing Council and in attendance will refrain from using profanity when speaking.

ANNEX D

REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A CITY COUNCIL AGENDA

Requests to have an item sponsored by a City Council Member must be submitted to the City Secretary's Office at least fourteen (14) days prior to the agenda posting deadline for the City Council Meeting for which the request is made. Such requests **MUST BE SPONSORED BY AT LEAST TWO (2) MEMBERS OF THE CITY COUNCIL** to be placed on the agenda. All relevant information concerning the matter must be provided by you or the sponsoring Council Member(s) to the City Secretary's Office not later than fourteen (14) days prior to the applicable City Council Meeting agenda posting deadline.

Name: _____

Address: _____ Phone Number: _____

Are you a Resident and/or Business Owner in Watauga? ☐ Yes ☐ No

Please put a check mark next to the name of the City Council Member(s) you would like to sponsor the item			
Mayor		Council Member, Place 4	
Council Member, Place 1		Council Member, Place 5	
Council Member, Place 2		Council Member, Place 6	
Council Member, Place 3		Council Member, Place 7	

Subject to be discussed:

Signature of Sponsor

Signature of Sponsor

OFFICE USE ONLY):

Date and Time request was received: _____

Signature of person receiving request: _____

Date of City Council Meeting to be discussed: _____

Signature of Council Member sponsoring item: _____

City of Watauga - 7105 Whitley Road - Watauga, Texas 76148 - (817) 514-5800



CITY OF WATAUGA
COUNCIL RULES OF PROCEDURE
AND
CODE OF CONDUCT
MANUAL

Draft
10/20/20022

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Section 1 – GENERAL

For this document's purposes, the City Council will refer to the Council members, including the Mayor. Council members will refer to the elected officials in Council places 1-7. In addition, the position of Mayor will be referred to as the Mayor.

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. **Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.**

In addition to establishing rules of procedure to be followed at Council meetings, this document is also intended to provide guidelines for the Mayor or Council member conduct outside of Council meetings when acting or conducting business as a member of the Watauga City Council.

Section 2 - AUTHORITY

The City Charter of Watauga, Texas [Adopted: January 19, 1980, and last amended November 5, 2019] provides in Article II (The Governing Body), Section 3.09 (Meetings and rules of procedure) that "The Council shall determine its own rules and order of business..." Thus, this Council Rules of Procedure and Code of Conduct Manual is established. This Council Rules of Procedure and Code of Conduct Manual shall be reviewed by the City Council at least every two years in an open meeting. In the event of any conflict between Texas State law, the City Charter, and/or this Rules of Procedures Manual, Texas State law shall prevail and control. In the event of any conflict between the City Charter and this Rules of Procedures Manual, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert's Rules of Order Newly Revised* (RONR) (issued in odd-numbered years). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or state law, the City Council will refer to RONR, which shall determine such procedural issue. RONR is merely a parliamentary reference and any failure to explicitly follow RONR shall not serve to negate any action taken by the City Council. For clarification purposes, the only way to second a motion is for a Council Member to state "I second the motion" or a similar phrase.

Section 3 - MEETINGS

3.01. Texas Open Meetings Act

The City Council shall follow the Texas Open Meetings Act.

3.02. Regular Meetings

The City Council shall conduct regular meetings generally on the second and fourth Mondays of every month. Regular meetings shall generally commence at 6:30 p.m. The regular meetings of the City Council shall be held at City Hall and are open to the public.

3.03. Workshop Meetings

The City Manager commonly schedules workshop meetings; however, the Mayor and Council members are encouraged to request workshop topics during Items for Future Agendas. Workshop meetings are normally conducted prior to regular meetings at 5:30 p.m. but may be conducted at other times. The purpose of a workshop meeting is to exchange information between the City Council, staff, vendors, or other groups. The City Council takes no official action during these meetings, but workshops shall be posted and are open to the public.

3.04. Special Meetings

Any additional meetings may be scheduled by the Mayor, a minimum of three (3) Council members, or by the City Manager to occur outside of the second and fourth Monday of the month. Such meetings shall be posted and are open to the public.

3.05. Agenda

- a. The Mayor, each Council Member, with the concurrence of a second Council Member, and the City Manager shall have the right to have matters of city business (to include action items and consent items) included on City Council meeting agendas. Since report and presentation items are requests for information and do not require the City Council members to take action on the item, they will only require a request from the Mayor, one Council Member, and/or the City Manager. Agenda items, including necessary or applicable supporting documents and materials in agenda packets, shall be submitted in written form to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. The City Council packet posting deadline for Regular City Council Meetings is Wednesday before the regular meeting. The agenda posting deadline for the public packet and Special City Council meetings is 72 hours in advance of any Special City Council Meeting. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed the item on the agenda and shall be made prior to the public posting of the official meeting notice. Agenda packets will be available to the City Council by 6:00 p.m. the Wednesday before each Regular City Council Meeting and at least 72 hours in advance of any Special City Council Meeting. Amendments to items and supplemental items may be placed on the agenda as necessary at the discretion of the City Manager if done so in accordance with the Texas Open Meetings Act.
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a time sufficient to allow for their review prior to this submittal deadline.
- c. A person other than the Mayor, a Council Member, or the City Manager requesting that a matter or item be included on the City Council Meeting Agenda under New Business must complete the form attached hereto as Annex D and submit the same to the office of the City Secretary at least fourteen (14) days prior to the agenda posting deadline for which the request is made. If the Mayor, a Council Member, or the City Manager determines that consideration of the item or items is in the best interest of the City, those items shall be placed on the City Council meeting agenda with the Mayor, Council Member, or City Manager making the determination being listed as the sponsoring official. The sponsoring official needs to ensure all relevant materials concerning the agenda item are provided to the City Secretary's office at least fourteen (14) days prior to the agenda posting

deadline for the City Council Meeting.

- 1) Any person wishing to make a presentation that includes video, or another form of electronic media, must provide that information in digital format to the City Secretary's Office no later than eight (8) hours prior to the scheduled starting time of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics, or pictures that are offensive or reflect personal attacks on other individuals, the City Council members, or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.
- d. All matters of City business (agenda items), including supporting materials, shall be submitted to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. The Mayor or the Mayor Pro-Tem (in the Mayor's absence) may make exceptions to this requirement for Special City Council meetings and in emergency cases, as determined by the Mayor or the Mayor Pro-Tem (in the Mayor's absence).
- e. There shall be no limitation on the number of items that may be placed on the Consent Agenda. However, any Council member shall have the right to request the removal of any items from the Consent Agenda. Such items shall be moved to the end of Action Items for discussion, debate, or action purposes. The Mayor, as presiding officer of the meeting, shall honor such a request.
- f. There shall be no limitation on the number of items under the Action Items category.

3.06. Minutes

The City Secretary will record and maintain the minutes of City Council meetings. The minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments and public testimony. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

Section 4 - STANDARDS OF CONDUCT

4.01. Mayor and City Council Members

The Mayor and Council members shall demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and the community and citizens being served. Elected officials should exhibit appropriate behavior. All Council members, and the Mayor, when authorized to vote, have equal votes, and the Mayor and all Council members speak only for themselves.

4.02. Council Relations with the Media

All proposed City press releases, media advisories, story suggestions, or similar items shall be submitted through the City Manager for response or distribution to the Director of IT and Communications.

Any City related business that could gain media attention should be reported as soon as practical to the Mayor. The Mayor and City Manager shall consult to determine if the entire City Council should be notified of the matter. If determined the need to notify is appropriate, the City Manager or their designee shall attempt to notify each Council member as soon as practical.

4.03. City Staff (During Meetings)

All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings. The City Manager and City Attorney shall have the right to participate in all matters before the City Council. The City Attorney and/or City Secretary shall serve as the parliamentarian guide for all meetings. All department heads may take part in discussions of the City Council relating to their respective offices, departments, or agencies, subject to the provisions of the Texas Open Meetings Act.

4.04. Citizens and Visitors

- a. The presiding officer shall ensure that the decorum of the meeting is maintained and appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.
- c. Citizen participation in the meetings is limited to a presentation of views. It shall not be an opportunity for the citizen to interrogate the staff or members of the City Council.
- d. Personal attacks on city staff will not be permitted during any portion of the meeting by citizens or visitors.
- e. Matters under litigation shall only be discussed in Executive Session by the City Attorney, City Council, and others as authorized by the City Council.

4.05. City Council Members' Absences, Late Arrival, and Conduct During Meetings and Events

- a. Each meeting shall commence with a roll call for City Council members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary, the City Manager, or Presiding Officer prior to the meeting at which the City Council Member will not be in attendance. The Chair shall state in the meeting whether the absence is absent excused or absent as defined in the City Charter, Sec. 3.05 para 2. A personal emergency shall be determined in accordance with the City Charter, Sec. 3.05 para 3.
- e. Notification of a late arrival to a meeting shall be provided as soon as possible to the City Secretary, City Manager, or Presiding Officer prior to the meeting at which the City Council Member will arrive late. Should a member enter the meeting during the discussion of an item, that member shall prepare to join/listen to the discussion and vote on the matter to prevent delaying the discussion and taking action.

- d. The Council members and the Mayor, shall not use personal electronic devices, i.e., cell phones, etc., during an official meeting.
- e. The City Council shall, while in session, preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the City Council, or disturb any member while speaking, or refuse to obey the orders of the City Council or its presiding officer, except as otherwise provided in these procedures.
- f. The City Council shall be prohibited from using profane language during any public meeting. They shall be prohibited from using profane language during any event where the Mayor or Council Member is present in any official capacity as a representative of the City of Watauga City Council.
- g. The City Council shall be prohibited from using misinformation, hyperbole, or exaggeration during the deliberation on any matter during any public meeting.
- h. The City Council is always to be fair and courteous to fellow members, appointed officials, employees, vendors, and especially members of the public. The Mayor and Council members are to be capable of expressing themselves and their opinions without the necessity of personal attacks, profanity, hyperbole, and other forms of communicative expression which focus on anything other than the subject matter under deliberation. This City Council policy prohibits the use of such methods as they deteriorate the decorum during public meetings, diminish the characters and reputations of the City Council, foster bullying, and propagate misinformation which can mislead the public and which interferes with the effective and efficient operation of city government.

4.06. Use of Social Media

- a. The City Council recognizes and understands that social media is a widely used method to share one's life and opinions with family, friends, co-workers, citizens and people around the world. However, use of social media to disseminate information related to the city also presents certain risks and carries with it, certain responsibilities. This policy is to establish a set of minimum expectations regarding the behavior of the City Council to serve as a standard of conduct to guide the members of the City Council in making responsible decisions about its members' appropriate conduct when using social media. This policy is to avoid arbitrary rules and to ensure protection of constitutionally protected free speech.
- b. In the rapidly expanding world of electronic communication, social media can mean many things. Social media networks include Facebook, Twitter, YouTube, Instagram, Nextdoor, and many others. Social media consists of all means of communicating or posting information or content of any sort made accessible to others using the Internet, i.e., this access is not limited to certain devices, accounts, or platforms. Platforms include, by way of example, a website blog, a personal website or webpage, a social networking account or an affinity website, a web bulletin board, or a chat room, whether or not associated or affiliated with the city, the Mayor, or a particular City Council Member, as well as any other form of electronic communication.
- c. If a member of the City Council posts statements, photographs, video, or audio, careful consideration must be taken as to whether others could view the post as malicious, obscene, threatening, or intimidating, whether it disparages officials, employees, members of the public, vendors, suppliers, and any other organizations associated with or doing business with the city, or whether the post might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to harm someone's reputation intentionally or posts that could contribute to a hostile work environment based on race, color, religion, sex, national origin,

ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or posts which violate the City Charter or City policy. A member of the City Council that takes an active role, rather than a legislative role, in any city matter may expose oneself to personal liability should a post result in a civil tort against a person or organization, such as tortious interference with a contractual obligation, slander, libel or other civil law violation. Such action interferes with and disrupts city business and may involve the city itself in legal claims, impeding efficient and effective delivery of city services. Any post that the City Council determines to be reasonably viewed as malicious, obscene, threatening or intimidating or meant to intentionally harm someone's reputation, or could contribute to a hostile work environment based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or violate the City Charter or city policy is prohibited.

- d. When disseminating information related to the city, the City Council must provide accurate and truthful information to the public. The City Council members have access to all information necessary to carry out their duties as the Mayor or Council member and can reasonably verify any information communicated to the public; therefore, honesty and accuracy are required when posting information related to city business. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched, located, and recovered. Never post any information or rumors you know to be false about the city, fellow elected or appointed officials, employees, members of the public, citizens, vendors, and people working on behalf of the city, as it is prohibited. Communicating misinformation, hyperbole, or exaggeration causes citizen and public confusion. It substantially impairs the efficient and effective operation of the city government as it is obligated to investigate the statements made, correct misinformation, and provide accurate and truthful information to the public. Do not engage in a back-and-forth exchange with residents/commenters.
- e. Pursuant to and in accordance with the Texas Public Information Act, and to allow the City Manager to fulfill duties to protect and preserve public information imposed by Texas law, any social media post made by a City Council member on any platform other than an official city-managed social media channel must be collected and preserved by delivering a full and complete copy of any post to the City Manager's Office immediately upon posting, if possible, and no later than 48 hours upon posting otherwise. Failing to do so places public information at risk of loss due to theft, data corruption, or device failure. In addition, failing to notify city administration of information disseminated to the public may significantly impair city operations in the event inquiries are made to city staff without knowledge of the representations made by a Council Member. Therefore, current information is necessary for the efficient and effective operation of the city government.
- f. In posting information, City Council members shall maintain the confidentiality of the city and county's internal or confidential information. This may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other business-related communications intended for internal use or that may contain confidential, private, or security information.
- g. Abide by all state and federal laws, including but not limited to privacy laws, personal medical/health information under the Health Insurance Portability and Accountability Act (HIPAA), attorney-client confidentiality, copyright, trade secret or other propriety rights, public records laws, retention laws, fair use laws, financial disclosure laws, and any other laws that might apply to the city in connection with any post.

- h. Knowledge of the use of social media rules is presumed. An assertion that a City Council member did not recognize any post as violative of these policies does not serve as a defense to a claim that a City Council member violated this policy. All City Council members are presumed to have carefully read and fully understood the policy and expectations placed upon them as elected officials of the city. All social media postings must be consistent with these policies. Inappropriate postings may include but are not limited to discriminatory remarks, harassment, threats of violence, bullying, misinformation, and exaggeration of fact (whether known, should have been known, or reasonably ascertained by the City Council member prior to posting such information) regarding matters connected to city business, and further includes any similarly inappropriate or unlawful conduct.

4.07. Enforcement of Decorum and Procedures

The chief of police, or such member of the police department as he may designate, in attendance at a meeting shall be the sergeant at arms of the City Council meeting. The sergeant at arms shall carry out all orders and instructions given by the presiding officer to maintain order and decorum at the City Council meeting. Upon instruction by the presiding officer, it shall be the duty of the sergeant at arms to either remove or place under arrest any person who violates the order and decorum of a meeting from the meeting place at the direction of the presiding officer.

If any member of the City Council files a complaint that another member of the City Council violated this policy, the Mayor shall place the matter on the next City Council Agenda for consideration and action. At the City Council meeting, the matter shall be called the complaint read out loud and the

The City Council member who filed the complaint shall have an opportunity to address the City Council regarding the complaint. The party who received the complaint shall have a chance to address it. After hearing both sides, the remaining members of the City Council shall deliberate on the complaint until the question is called. If the City Council determines by majority vote that any member of the City Council has violated any of the rules promulgated herein, the City Council shall direct the City Attorney to prepare a Resolution of Censure, and such Resolution of Censure, which shall be read out loud for consideration, and shall be read out loud, and upon passage, shall be posted on all city social media accounts and on the landing page of the City's website where it shall remain for 60 days. Further, the Resolution shall have one final reading at the beginning of the next regular city Council meeting after passage. A two-thirds vote must approve the content of a censure resolution of all the members of the City Council unaffected by the censure. Such censure shall include public criticism and admonition for violating these rules applicable to members of the City Council. Any action which brings cause for the City Council to reasonably believe that a violation of the Texas Public Information Act has also occurred by any member of the City Council will be submitted to the Tarrant County District Attorney's Office for review.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement

The Mayor shall determine the seating of the Council members at the dais.

5.02. Conflict of Interest

A member of the City Council with a conflict of interest on a matter shall not vote, participate in discussions, or attempt to influence the City Council's deliberation of the matter in any way. They shall not attend executive session regarding the matter and shall otherwise comply with the state law and city ordinances to include the City's Ethics Ordinance concerning conflicts of interest, including Chapter 171 of the Local Government Code, as now or hereafter amended.

5.03. Voting

Voting, except on procedural motions, shall be accomplished by show of hands of members of the City Council or by lighting/electronic device reflecting the ayes and nays. Tabulation of the voting by the City Council vote shall be announced in open meetings by the Mayor or their duly appointed representative. All Council members may have one vote and only one vote on each item and issue. The Mayor will vote when there is a tie vote amongst the Council members. Four (4) members of the City Council, excluding the Mayor, shall constitute a quorum. In the event that there are vacancies on the City Council, the quorum shall be reduced by the number of vacancies existing. No action by the City Council shall be valid unless adopted by the affirmative vote of at least three of those members attending any meeting at which there is a quorum present.-[City Charter§ 3.09 (c) and as amended].

A Council member may vote to abstain or refuse to vote only on an issue or matter that would create a conflict of interest for that Council Member as defined by State or Local Law(s).

5.04. City Council Liaisons

- a. The City Council may appoint its members to serve as City Council Liaisons ("Liaisons") between the City Council and the various City boards, commissions, associations, corporations, and other City-related organizations and entities ("Entity"). The Liaisons will serve in an advisory capacity and provide guidance, counsel, and communication between the City Council and the Entity. Attendance by liaisons is required. Each liaison is responsible to find a qualified replacement if unable to attend.
- b. Liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year and for other periods deemed necessary and in the City's best interest. Appointments shall be made at the regular City Council meeting in June of each year or any other time a liaison appointment becomes necessary and is the City's best interest. The City Council may, with just cause, remove a Liaison by majority vote.
- c. In the event of a vacancy, the Mayor shall appoint a new Liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.
- d. Liaisons shall not preside over the Entity meetings or vote on any matter that comes before the Entity but shall have the right to fully participate in all discussions of matters that come before the respective Entity.
- e. At no time shall the Liaison act outside of the City of Watauga Home Rule Charter.

5.05. City Council Member representation and responsibilities at Federal, State, and local events and functions.

- a. City Council members desiring to represent the City at events and functions shall do so in a professional and respectful manner to ensure the reputation of the City of Watauga isn't negatively impacted by their actions while attending the event or function.
- b. City Council members are must RSVP to the City Secretary's Office prior to the deadline provided for the event or function.
- c. The city will pay fees for attendance at events and functions representing the city for the Mayor or Council member only. Should a City Council Member's spouse attend the event or function, it shall be at the sole expense of the City Council Member.
- d. A City Council member who fails to attend an event or function for which an RSVP was provided and a fee was paid by the City and further fails to notify the Mayor, the City Manager or City Secretary's Office with sufficient time to identify and secure a suitable replacement, the member shall be responsible for reimbursing the City for any and all fees paid on behalf of the member to attend the event or function.

5.06. Council Interview Committee

- a. An interview committee composed of three (3) Council members shall be appointed by the Mayor for a term of one (1) year (July 1 through June 30)
- b. The Committee shall be established annually following the general election.
- c. The Committee shall consult with the Council Liaison(s) assigned to the specific board, committee, or commission and the chairperson for that board, committee, or commission prior to recommending reappointment for consideration by the City Council.

Section 6 - CHAIR AND DUTIES

6.01. Chair

The Mayor, if present, shall preside as Chair at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro-Tern shall preside as Chair. In the absence of the Mayor and Mayor Pro-Tern, the remaining City Council members shall designate one member of the City Council to act as Chair and preside for that meeting.

6.02. Preservation of Order

The Chair shall preserve order and decorum, call upon the Police Chief or designated law enforcement officer present at the meeting as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. It is the Chair's responsibility to keep Council members' comments on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings

Regular and Special meetings will generally adhere to the following agenda:

1. Workshop Meeting (as needed)
2. Call to Order
3. Roll Call
4. Invocation
5. Pledge of Allegiance (United States and Texas Flags)
6. Announcements
7. Presentations
8. Reports- The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, City Council Liaisons, or other individuals,
9. Public Comment
10. Public Testimony for Action Items
11. Consent Agenda (if necessary)
12. Public Hearings/Action (if necessary)
13. Action Items (if necessary)
14. Executive Session/Meeting (if necessary)
15. Items for Future Agendas
16. Adjournment

7.02 Announcements

The Announcements section of the agenda is to allow members of the City Staff or City Council to make a public statement about an upcoming event(s) of interest to the citizens of Watauga or to make a statement of recognition for a person or group, that is not the subject of a presentation. There is no discussion or action to be taken on announcements.

7.3. Addressing the City Council*

Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. The City Council desires citizens to participate in the City's governance system and processes actively. Public input to the City Council is encouraged during the Public Comment, Public Testimony, or Public Hearing before the Action Item sections of a meeting agenda. Individuals desiring to speak during Public Comment shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex E. The Request to Speak form for Public Comment shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form before the Chair's introduction of Public Testimony. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the City Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and the efficiency of the meeting. The presiding officer may place reasonable time limitations on public input to conduct an efficient and effective public meeting.

*Any individual unable to physically stand shall be provided an accommodation to be recognized by the Chair so that they may be recognized and allowed to speak.

a. Public Comment Section

- a. Only those persons who submit a completed Request to Speak form prior to the start of Public Comment will be allowed to speak. If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters *not* posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council, nor constitute deliberation or formal action.

Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the City Council, and no formal Council action will be taken.

b. Public Testimony During Action Items

Only those persons who submit a completed Request to Speak form prior to the start of Public Comment will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers' time shall generally not exceed three (3) minutes in their comments. All comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. However, any discussion between a City Council member and the citizen will not count toward the time limit. City Council members are encouraged not to speak until the citizen has utilized their time.

c. Public Testimony During Public Hearings

Public Hearings are designed for public input. All citizens that wish to speak at a Public Hearing must complete and submit a Request to Speak form prior to the start of the Public Hearing. No further public comments or testimony will be accepted once the Chair closes the Public Hearing. When prompted by the Chair, each person who submitted a completed Request to Speak form prior to the opening of the public hearing shall approach the podium to speak. Speakers' time shall generally not exceed three (3) minutes in their comments. All comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. If an individual speaks during the public hearing on the same matter that appears on the Action Items section of the agenda, they shall only provide comments not previously provided during the public hearing.

Section 8 - RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be suspended by a two-thirds vote of the members of the City Council present.

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various meetings of the Watauga City Council should become familiar with the following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
- 2 The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business are a right of all members.
4. In doing business, the simplest and most direct procedure should be used.
5. Logical precedence governs the introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to always know what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
- 12 All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Discussion and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of the chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Procedures

To Support a Motion	To Oppose a Motion
1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc. if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting.	1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.

ANNEX D

REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A CITY COUNCIL AGENDA

Requests to have an item sponsored by a City Council Member must be submitted to the City Secretary's Office at least fourteen (14) days prior to the agenda posting deadline for the City Council Meeting for which the request is made. Such requests **MUST BE SPONSORED BY AT LEAST TWO (2) MEMBERS OF THE CITY COUNCIL** to be placed on the agenda. All relevant information concerning the matter must be provided by you or the sponsoring Council Member(s) to the City Secretary's Office not later than fourteen (14) days prior to the applicable City Council Meeting agenda posting deadline.

Name: _____

Address: _____ Phone Number: _____

Are you a Resident and/or Business Owner in Watauga? ☐ Yes ☐ No

Please put a check mark next to the name of the City Council Member(s) you would like to sponsor the item			
Mayor		Council Member, Place 4	
Council Member, Place 1		Council Member, Place 5	
Council Member, Place 2		Council Member, Place 6	
Council Member, Place 3		Council Member, Place 7	

Subject to be discussed:

Signature of Sponsor

Signature of Sponsor

OFFICE USE ONLY):

Date and Time request was received: _____

Signature of person receiving request: _____

Date of City Council Meeting to be discussed: _____

Signature of Council Member sponsoring item: _____

City of Watauga - 7105 Whitley Road - Watauga, Texas 76148 - (817) 514-5800

ANNEX E

REQUEST TO SPEAK FORM

PUBLIC COMMENT, PUBLIC TESTIMONY, AND PUBLIC HEARING:

Public comment during City Council Meetings provides citizens an opportunity to make comments or present information to the City Council. All comments must be directed to the City Council and not an individual Council Member or City Staff. The City Council may only provide statements of fact on issues raised during Public Comment and may direct the City Manager to resolve or request the matter be placed on a future agenda. Public comments shall not include any ‘deliberation’ as defined by Chapter 551 of the Government Code, as now or hereafter amended.

Speakers are limited to three (3) minutes however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. Time shall not be donated to other speakers.

After submitting the information on the form below and submit it to the City Secretary prior to the start of the meeting. For Public Hearing items forms must be submitted prior to the introduction of the item. Forms not submitted as required will not be accepted.

☐ I HAVE READ AND UNDERSTAND THE STATEMENT ON THE BACK OF THIS FORM

☐ Public Comment

☐ Public Hearing

☐ Public Testimony

First Name	Last Name	
Address		Phone Number
Are you a resident and/or business owner in Watauga? ☐ Yes ☐ No		Date of Meeting

PUBLIC HEARING OR ACTION ITEM NUMBER(S) you wish to speak about:		
No.	No.	No.
Subject to be presented to the City Council:		

If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct factual misstatements made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen a report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council, nor shall it constitute a deliberation of formal action.

Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the City Council, and no formal Council action will be taken. Individuals addressing Council and in attendance will refrain from using **profanity** when speaking.