

RESOLUTION NO. 2012-10R

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING AND APPROVING AN AGENDA ORDER FOR THE CONDUCT OF REGULAR COUNCIL MEETINGS AND REQUEST THE CITY ATTORNEY TO PREPARE AN ORDINANCE FOR THE COUNCIL TO CONSIDER ADOPTING OFFICIAL RULES OF PROCEDURE FOR CONDUCT OF OFFICIAL BUSINESS DURING MEETINGS OF THE CITY COUNCIL

WHEREAS, the City Council of Jacinto City, in order to establish an orderly and effective Agenda Order for conducting official business of the City of Jacinto City during Regular Council Meetings, deems it to be in the best interest of the citizens to adopt this Resolution.

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

Section 1. Agenda Order.

The following sequence of items is the desired order for conducting the business of the City Council. However, at the discretion of the Mayor, when it appears that it is in the best interest of the City Council and citizens of Jacinto City, any item appearing on the agenda may be considered in any order determined by the Mayor. In addition, the City Manager may authorize adjustments to this agenda order as shall be necessary to carry forward the intent of the City Council.

A. Call to Order.

The mayor shall call the meeting to order.

B. Inspirational Reading and/or Invocation.

The Mayor shall call upon a person to present a brief invocation.

C. Pledge of Allegiance.

The Mayor shall lead the Pledge of Allegiance to the United States.

D. Roll Call.

The City Secretary shall call the roll and the Mayor shall announce that a quorum of the City Council is present and shall state, for the record, the names of any members of City Council that are absent.

E. Approval or Correction of Minutes.

The minutes of the previous meeting of the City Council shall be submitted to the City Council and shall either be approved as submitted or be corrected and approved as corrected.

F. Reports of Officers and Employees.

The City Manager, Department Heads, and such others as needed shall submit reports, through the City Manager, as needed, to the City Council.

G. Agenda of Official City Business.

(1) Only the Mayor, City Manager or Council Member may request an item of official city business to be placed on the Agenda. Upon such request, the City Secretary shall prepare an agenda which, upon approval by the Mayor or City Manager, shall be posted by the City Secretary in accordance with the City Charter, Ordinances and the laws of the State of Texas.

(2) No item shall be included in the Agenda unless a request to include the same has been made to the City Manager or City Secretary on or before noon on the Monday next preceding the date of the meeting. In the event of an emergency meeting of the City Council, this provision shall be suspended when not inconsistent with the provisions of federal or state law or the City Charter.

(3) Each agenda item shall be considered and acted upon by the City Council, provided however, in the event a motion is made requesting additional information or for delay to obtain additional information and such motion is passed by a vote of three (3) members of the City Council, such agenda item may be postponed until the next regular council meeting or at such later meeting as shall be necessary to receive needed information.

(4) Only official city business shall be posted on the Agenda in accordance with the Texas Open Meetings Act and other federal, state or local laws to be considered and acted upon by the City Council.

H. Personal/Audience Comments.

It is the desire of the City Council to hear from all citizens of Jacinto City and to stimulate discussion of subjects that are properly a concern of the City Council. Therefore, it is not necessary for any citizen to place the subject they wish to address before the City Council on the Agenda.

(1) Individuals wishing to address the City Council on any city business will have a time limit of three (3) minutes, with an extension only being granted by a majority of the City Council members.

(2) The Mayor shall preserve order and decorum and, if necessary shall cause to be silenced or removed from the Council Chamber any person speaking out of order or disrupting the order of the meeting.

I. Council Comments and Conclusion of the Meeting.

Section 2. Be it further Resolved that as soon as possible the City Attorney shall

prepare an Ordinance to be submitted to the City Council for review and discussion adopting official rules of procedure for the conduct of official business of the City of Jacinto City during all meetings of the City Council.

Section 3. This Resolution shall take effect upon the next regular meeting of the City Council of the City of Jacinto City.

PASSED AND ADOPTED this the 23rd day of August, 2012.

Rachel Nunez, Mayor

Attest:

Joyce Raines, City Secretary

Approved:

Jim L. DeFoyd, City Attorney