

ORDINANCE NO. 105

AN ORDINANCE ESTABLISHING RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS, WORKSHOPS AND PROCEEDINGS; PROVIDING FOR COMPLIANCE WITH STATE LAW; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES AND RESOLUTIONS; PROVIDING FOR PARTIAL INVALIDITY AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PETROLIA, TEXAS, THAT:

Section 1. Rules of Conduct for Meetings.

This Ordinance shall hereby establish rules for the conduct of meetings of the City Council of Petrolia, Texas including workshops and other council proceedings. This Ordinance replaces all other Ordinances or Resolutions dealing with the conduct of meetings.

Section 2. Mayor to Preside in Accordance Herewith.

The Mayor of Petrolia shall preside at all meetings, workshops and other council proceedings when he is present. If the mayor is not present the president *pro tem* of the council shall preside. The presiding officer shall be bound by these rules of conduct.

Section 3. Objective and Purpose.

It is the objective and purpose of this Ordinance to provide all members of the council with a fair opportunity to discuss and be heard at all council meetings, workshops and proceedings and upon all items and matters that come before the council.

Section 4. Conduct of Meeting.

All meetings, workshops and proceedings shall be conducted according to a published agenda that is posted at least 72 hours before each meeting, workshop or proceeding. The following rules shall apply:

1. Any council member may move to alter or modify the order of the agenda during the meeting. Upon a second and a majority vote of the members present the agenda may be so altered or modified.
2. Each item or matter will be called and presented first by the mayor. The mayor may present the matter himself or he or she may recognize one or more other individuals to explain and present an item or matter to the council.

3. After an item or matter is presented, each council member shall have an opportunity to address the item or matter.
4. A council member addressing an item or matter under discussion may recognize another council member for a question or comment. When the council member who has the floor he shall be allowed to conclude his remarks before the next council member is recognized.
5. Once all council members present have had an opportunity to speak to an item or matter, the mayor shall call for a motion pertinent to the item or matter. A motion shall be made and if seconded a vote shall be taken on the item or matter.
6. A "motion to table" an item or matter may be made and an item or matter may be "tabled" either indefinitely or to another definite date.

Section 5. Citizen Participation.

There shall be no citizen participation at council meetings, workshops or proceedings except as follows:

1. If a citizen desires to address the council on an specific matter of interest to the citizen or request that a specific item be placed on the agenda he or she must make his or her desire known by written request filed with the city secretary no later than three (3) days before the posting of the council agenda. The request must state clearly the name of the person making the request and the purpose of the request.
2. If the council desires to hear from a citizen on an item or matter that is not subject to a prior written request, a motion may be made to that effect and if seconded and approved by a majority to the council, the citizen may be heard even though no prior request has been made.
3. These rules do not prohibit a council member from asking a question of a citizen during the meeting if that citizen has information pertinent to the item or matter being addressed. The question will be asked and answered and no further comment will be permitted.
4. This provision is intended to provide an orderly procedure for citizens to present matters of legitimate business and concern to the city council. This provision is not intended to prohibit citizens from addressing other items on the agenda as posted or published by the city secretary. The manner and degree of citizen participation shall be governed by the mayor and city council.

Section 6. Orderly Procedure.

The mayor will ensure that these rules are followed and that order is maintained at all meetings, workshops and proceedings.

Section 7. Repealor.

Any ordinance or part thereof in conflict herewith is repealed to the extent of such conflict.

Section 8. Amendment and Modification.

The council may amend or modify these rules from time to time to permit the orderly conduct of council meetings.

Section 9. Suspension of Rules.

A temporary deviation or suspension of these rules may be made by motion, second and majority vote of the council members present and voting.

Section 10. Partial Invalidity.

Any partial invalidity of this ordinance shall not effect the remainder.

Section 11. Effective Date.

This Ordinance shall become effective on 10/16/04.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE COUNCIL on the 5 day of OCTOBER, 2004.

James Clark 10/15/04
MAYOR

Attest:
Pat Haney
City Secretary

11-1-06
Strike Approve New Council Procedures