



City of Fredericksburg

City Council Rules of Procedure

Section 1 – Rules

These Rules shall govern the procedures followed by the City of Fredericksburg City Council for the conduct of Council meetings and other Council activities pursuant to state law and the City Charter.

Section 2 – Open Public Meetings Act

The Council shall comply with the Texas Open Meetings Act's provisions in conducting all meetings to which said Act is applicable.

Section 3 – Executive Session

The Council may discuss topics in executive session that are specified in state law or relate to potential or pending litigation and are subject to attorney-client privilege. The City Attorney shall inform the Council whenever any proposed discussion in the executive session is not legally allowed.

No member of the City Council, an employee of the City, or any other person present during the executive session of the City Council shall disclose to any person, the content or substance of any discussion which took place during said executive session, except during discussion of this issue in open meeting immediately following the executive session.

Section 4 – Work Session

Special meetings designated as work sessions shall be advertised and conducted in the same manner as regular meetings. Work sessions are for the purpose of in-depth review and discussion of specified issues. Council actions shall not be taken at designated work sessions.

Section 5 – Quorum

At all meetings of the Council, a majority of the Council members shall constitute a quorum for the transaction of business.

Section 6 – Attendance

Attendance via telephone conference call or video conference call – To participate in a meeting, all members of the Council shall be present, except that a meeting held by telephone conference call or video conference may be held if:

1. an emergency or public necessity exists within the meaning of Section 551.045 of the Government Code; and
2. the convening at one location of a quorum of the government body is difficult or impossible; and
3. the other requirements of Section 551.125 are met

Additionally, a member may attend a meeting via videoconference if a quorum of the government body is physically present at one location of the meeting, the proper communication equipment is available, and the other requirements of Section 551.127 of the Government Code are met.

Section 7 – Chair of the Council

The Mayor shall be the Chair of the Council and shall preside at all Council meetings. A Mayor Pro-Tem shall be selected annually at the first regular meeting of a new Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. If neither the Mayor nor the Mayor Pro-Tem is present at a meeting, the presiding officer for that meeting shall be selected by a majority of the vote of those Council Members present, providing there is a quorum.

The Chair of the Council may vote on all matters coming before the Council and may offer seconds to motions.

The Chair of the Council shall state all questions coming before the Council, provide the opportunity for discussion from the Council Member, and announce the decisions of the Council on all subjects. Procedural decisions shall be made by the Chair of the Council, who may request advice on such matters from the City Attorney.

Section 8 – Agenda

The City Manager shall prepare the agenda of business for all Council meetings. Topics may be added to the agenda:

1. When deemed appropriate by the City Manager
2. At the direction of the Mayor
3. As directed by at least two City Council Members

Every agenda action item must be supported by a written staff report informing the Council and staff of the issue, background and/or analysis, and recommendation and/or conclusion, unless the item is self-explanatory or the City Manager has waived this requirement.

Agendas will be made available to the public at least 72 hours prior to Regular Council Meetings, Special Meetings, and Work Sessions in the following ways:

1. A copy is placed on the City website at www.fbgtx.org
2. Copies are placed on the front counter at City Hall in the Utility Cashier services area
3. A copy is posted on the main entrance bulletin board at City Hall

Section 9 – Order of Business

The Mayor may determine the order of business for a particular City Council meeting.

The agenda should be arranged to best serve the needs and/or convenience of the Council and the public.

Public Comment: The Mayor will invite citizens to address the Council on an item on the Agenda. In offering input, one should address the City Council, not the audience. All persons wishing to be heard are asked to give their names and whether or not they are a City resident. To allow the Council to complete its legislative agenda, comments should be limited to no more than three (3) minutes per person. At the discretion of the Mayor or upon vote of the Council, this time may be lengthened or shortened. Following any public comment, the Mayor or any member of the City Council may direct staff to research the issue or concern raised by the public and report back to the Council. The Council shall not deliberate or discuss issues raised in the Public Comment. Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Secretary prior to the meeting and be posted on the City website under Agendas. All written comments will be provided to the City Council prior to the meeting. If any speaker wishes to provide documents to the City Council for them to have while they speak, they must provide ten (10) copies of the documents to the City Secretary before the start of the meeting. Anyone only providing one copy, will not have their document distributed to the City Council and Staff until the following day.

The City Council requests that the format of the Agenda Items be as follows:

- i. Staff Presentation
- ii. Public Comments
- iii. City Council deliberation/discussion and action

The items of business for Regular Council meetings may include the following:

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Ceremonial Matters/Proclamations/Employee Recognition
5. Council Comments
6. Consent Agenda
7. Public Hearings and action items
8. Ordinances and Resolutions
9. Other Action Items and Updates
10. City Manager's Report

11. Future Agenda Items
12. Executive Session
13. Business Items (if an Executive Session is posted)
14. Adjournment

Section 10 – Voting

Each Council Member shall vote on all questions put to the Council unless a conflict of interest or appearance of fairness problem requires a Council Member to excuse him/herself, which shall be noted in the minutes.

Section 11 – Reconsideration of Previous Vote

The City Council may, at time want to reconsider a vote previously taken. In order to proceed with reconsideration, a motion should be made for reconsideration, and such motion should be voted on and passed by a majority of the Council before the agenda item can be discussed or reconsidered.

Section 12 – Decorum and Debate

When a measure is presented for consideration to the Council, the Mayor shall recognize the appropriate individual to present the matter. When two or more members wish to speak, the Mayor shall name the member who is to speak first. No member of the Council shall interrupt another while speaking except to make a point of order or privilege.

Under the Texas Open Meetings Act, the City Council may not prohibit criticism of the governing body, including criticism of any act, omission, policy, procedure, program, or service, provided the criticism is not otherwise prohibited by law. Notwithstanding the previous sentence, behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item when required; repeatedly interrupts a Council or board member; disturbs the order of the meeting; involves defamatory, threatening, abusive, vulgar or obscene language; or disrupts the Council meeting is prohibited.

All speakers are asked to be respectful and courteous to Councilmembers, staff, other speakers, and those in attendance at the meeting.

Any speaker or audience member that violates these rules of decorum or engages in disruptive behavior may be subject to removal from the meeting.

Section 13 – Questions of Parliamentary Procedure

Questions of parliamentary procedure not covered by these Rules shall be governed by the current version of Robert's Rules of Order.

Section 14 – Notice of Public Hearings

Notice of all public hearings to be conducted by the City Council or any of its advisory boards and commissions shall be given by publishing written notice, as required by law, ordinance, or other statutes, or if there is no particular requirement, then at least once in the City's official newspaper prior to the date of the hearing.

Passed and approved by the City of Fredericksburg City Council July 1, 2013

Amended by the City of Fredericksburg City Council February 3, 2014

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Reviewed by the City of Fredericksburg City Council May 25, 2023