

CITY OF SPRING BRANCH, TEXAS

ORDINANCE NO: 2015-2

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

WHEREAS, the City Commission of the City of Spring Branch, Texas desires to adopt and establish Procedures for the creation and posting of agendas and the calling of special meetings, regular meetings, public hearings and workshops, hereinafter ("Agenda and Meeting Procedures"); and

WHEREAS, the purpose of the Agenda and Meeting Procedures contained herein is to establish guidelines for the conduct and procedures of meetings and proceedings of the City Commission of Spring Branch, Texas; and

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SPRING BRANCH, TEXAS:

SECTION 1. PLACEMENT OF ITEMS ON AGENDAS

The following persons may place items on a City Commission Agenda

- a. The Mayor, or
- b. Any City Commissioner

SECTION 2. SPONSOR DESIGNATION

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

SECTION 3. RESPONSIBILITY FOR COMPILING AND POSTING AGENDAS

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

SECTION 4. CONSENT AGENDA ITEMS.

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

"All matters listed under Consent Agenda are considered to be routine by the City Commission of the City of Spring Branch and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately."

- b. The City Commission and City Administration agree in advance on the general type of items that are to be included on the Consent Agenda. Routine business found on Consent Agendas will include:
 - 1. Approval of license applications and bonds,
 - 2. Resolutions,
 - 3. Approval of payments of contracts,
 - 4. Bid and contract awards
- c. The City Commission sets a policy for items to be included on the Consent Agenda, which are listed above. When the Consent Agenda is used, the

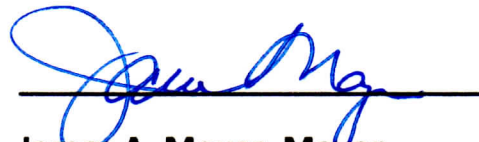
City Clerk is to ensure that such consent items are incorporated into the minutes of the City Commission Meeting.

- d. Any item may be pulled from the Consent Agenda at the request of a single Commission member and/or the Mayor and will be considered as a regular agenda item.

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


SECTION 6. A two-thirds (2/3) vote of the City Commission shall be required to amend, abolish or supersede this ordinance.

PASSED, APPROVED AND ADOPTED THIS 29TH DAY OF DECEMBER, 2015.



James A. Mayer, Mayor

ATTEST:



Brad Hockman, Commissioner