

COUNCIL MEETING RULES AND PROCEDURES FOR THE CITY OF
JASPER, TEXAS

Effective immediately following the adoption of this policy by the City Council of the City of Jasper, the following rules and order of business will be adhered to. They shall remain in effect unless otherwise changed by the City Council:

A. MEETINGS - Three types of meetings are recognized.

1. Regular Meetings - Will be held on the **Second Monday** night of each month. These meetings will be held in the Council room at the City Hall commencing at 6:00 p.m. [Date updated by council on November 9, 2020]

2. Special Meetings - are subject to call by the Mayor or any two council members. These meetings will be held at City Hall and at a stated time. Purpose of such meetings is to act upon matters which should not be delayed until a regular meetings. Special Meetings, as all other meetings, shall be open to the public unless meeting specific criteria. Minutes of such meetings will be maintained as a regular meeting.

3. Workshop Meetings - are subject to call by the Mayor or any two council members. The time and purpose will be stated at each instance. The purpose of such meetings will be to hear reports and to discuss in depth matters of interest to the City, such as a meeting with one of the City's appointed committees or the Council alone may wish to explore a matter in great detail.

B. AGENDA - The following stipulations relate to the agenda for meetings of the

Council:

***** NO ACTION CAN BE TAKEN ON ANY ITEM UNLESS THAT ITEM HAS BEEN POSTED ON THE AGENDA FOR THAT MEETING AND THE AGENDA POSTED IN A PUBLIC PLACE SEVENTY-TWO (72) HOURS PRIOR TO THE MEETING.**

1. All Council members may submit agenda items. Agenda items must reach the City Secretary's office at City Hall by 5:00 p.m. the Friday - Two weeks before the regular, Monday City Council meeting. [*Date and time updated 07/09/2012*]

Requests must be in writing and in sufficient detail for council members to understand the action requested. Agenda items for discussion/action will not be accepted if information is not available by the 5:00 p.m. Friday deadline. This is to insure all council members will be properly informed before each meeting. The Mayor will exercise his/her best judgement in determining if items received for placement on the Agenda meet the criteria. The Mayor may add other items of

business to come before the Council. An item not appearing on the Agenda shall not be taken up for discussion as a matter of action during any Council meeting, however, the Council may receive items as information.

Any member of the City staff wishing to have an item placed on the Agenda will submit that item to the Mayor's office, through regular supervisory channels for approval. The City Manager may establish procedures for submission of routine items. When the Mayor gives final approval of the Agenda, it will be posted by the City Secretary.

2. The Agenda packets for all regular meetings will be made up and can be picked up by the Council members the Friday afternoon preceding the meetings. Agenda packets not picked up will be delivered to the Council member's home or work place. This should afford all Council members time to inquire into the nature of each matter to be discussed or to personally investigate the matter so as to better inform himself or herself before a Council meeting.

3. The City Secretary's office will assume responsibility for issuing to all local newspapers, radio and television stations a copy of the Agenda advising them of the date, time and place and items to be discussed at all Council meetings. It is the expressed wish of the Council that a notice of Council meetings appear in the news media at least the day before its meeting. The City Secretary's office will also assume the responsibility for compliance with the open meetings law.

4. As it relates to the Special meetings, the Council will restrict consideration only to the item or items on the Agenda. The City Secretary will follow the same procedure as above advising the parties concerned. No matter will be accepted by the Chair for discussion at any meeting unless it has been posted on the Agenda for that meeting; however, items may be received for information.

5. The purpose of Workshop meetings is to explore or discuss problems without taking specific action. The general public may of course attend such meetings if they wish but they may not participate in the proceedings unless invited to do so. Occasionally, public hearings may be held at Workshop meetings for the convenience of the public.

6. Emergency items. In the event that a situation arises in which the Mayor or Council members can legitimately classify as an emergency as specified in the statutes, that item may be added to the Agenda as late as two (2) hours before a meeting. In such an event, the nature of the emergency must be specified in the Agenda and notices given to any who have filed a written request for the same.

C. COUNCIL PROCEEDINGS

These procedures will apply to all meetings of the City Council. The Mayor will be the presiding officer at all meetings of the City Council and have a voice in all of its proceedings but the Mayor will have no vote except in the event of a tie vote by the Council. Council members will speak in Council meetings only when recognized by the presiding officer whose recognition will not be unreasonably withheld. In the event of the absence of the Mayor, the Mayor Pro-tem will be the presiding officer. The Mayor Pro-tem will be able to vote in all matters as the Mayor Pro-tem continues to be a Council member even when presiding.

1. Call to Order - All meetings will begin promptly at the hour stated.
2. Agenda - Ordinarily the Mayor or other presiding officer will follow the Agenda as published, however, the presiding officer will have, subject to the approval of the Council, the prerogative of addressing items out of order should such change facilitate guests or other factors.
3. Presentation of Agenda Items - Agenda items scheduled by the city manager or city staff will be presented by the city manager or the city manager may call on a staff member to present the item. Staff members may attend Council meetings and be available as resource persons; however, they are not to speak on City issues unless asked directly by the Council. This does not preclude a staff member representing himself or herself at a meeting. Agenda items scheduled by others will be presented by the one who asked for the item to be placed on the Agenda. It will be the responsibility of the City Secretary to notify each person or organization that has requested a spot on the Agenda when the item has been scheduled.
4. Presentations from the Floor - When a staff member or a guest from the audience is recognized for a presentation, that person will move immediately to the podium and make the presentation from that spot. The speaker will then identify himself/herself by name, address, organization represented and the nature of the presentation prior to beginning. The speaker will remain at the podium until all Council questions have been answered and the speaker has been dismissed by the chair. Speaking from the podium will assure that the presentation is picked up by the recording equipment.
5. Council Action - After the Council has heard all of the facts, reviewed the supporting data and listened to the arguments for and against each Agenda item, it will act by approving or disapproving a motion.

In the event that there is no motion or second to a motion, no action will be deemed taken except in situations in which the presiding officer concludes that there is a consensus among the Council and that the issue is one that would not require an official vote.

D. MINUTES OF MEETINGS

Minutes of meetings will be kept by the City Secretary. The Secretary will record the proceedings and the tapes will be kept for at least twenty-four (24) months unless there have been questions raised which indicate possible need to keep the tapes longer. The minutes will record the presence of Council members, city staff and all guests in attendance. The minutes will include all areas of discussion and identify each speaker and then, as far as possible, the key point or points that were made. The minutes will not be a verbatim recording of all discussions. The minutes will reflect all motions made, who made the motion and who seconded the motion. Also, the outcome of each motion including the roll call vote if requested. **The minutes will include the key points of any specific comments made by Council members for the record.**

Each agenda item will be identified by sub-headings to facilitate review by Council members. It is important that the minutes include the name and address of any guests who address the Council as well as the specific subject or request presented. The minutes shall not include verbatim copies of all statements nor any extraneous discussions. Copies of the minutes will be included in the Agenda packets distributed to Council members prior to the next regular meeting.

E. PARLIAMENTARY PROCEDURE

Except as provided in these RULES AND PROCEDURES, in Regular and Special meetings, ROBERT'S RULES OF ORDER will be followed. (For a more detailed description of Parliamentary Procedure, refer to ROBERT'S RULES OF ORDER)

PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE:

Debatable Amendable Majority Vote 2/3

1. To adjourn NO NO YES NO
2. To take a recess NO YES YES NO
3. For the previous question NO NO NO YES
4. To continue to a time certain YES YES YES NO
5. To commit, refer or recommit YES YES YES NO
6. To amend YES YES YES NO
7. To amend an amendment YES NO YES NO
8. To offer substitute amendment YES NO YES NO
9. Amend substitute amendment YES NO YES NO
10. To postpone indefinitely YES NO YES NO
11. Take under advisement YES NO YES NO
12. For the original question NO NO YES NO
13. To table NO NO YES NO

Any Council member may call for the question and it will immediately be put to a vote.

Passage of the motion to address the previous question will terminate debate on the motion, amendment or item under discussion and action will be taken on that item.

The Council may agree to limit debate on any business before it. That agreement may be formalized by a majority of the Council on a roll call vote. Any member may request a roll call vote at any time. The presiding officer will entertain any dilatory motions.

F. DECORUM AND DEBATE

IT IS IMPERATIVE THAT THE CHAIRPERSON MAINTAIN ORDER AT ALL TIMES. THE CHAIR MUST NOT PERMIT DEBATE OR COMMENTS FROM ANY WHO HAVE NOT BEEN RECOGNIZED. INTERRUPTIONS MUST BE SILENCED BY VOICE, USE OF THE GAVEL OR OTHER MEANS, AND IN THE EVENT OF ANY PERSON'S FAILURE TO HEED THE DIRECTIONS OF THE CHAIR, THE CHAIR MAY HAVE THAT INDIVIDUAL REMOVED FROM THE ROOM.

When a measure is presented for consideration to the Council, the presiding officer will recognize the appropriate individual to present the case. When two or more members wish to speak, the presiding officer will 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 to make a point of personal privilege. No member will speak more than five minutes on any amendment to the question except as further provided in this rule.

No member will speak more than the time limits provided herein on any subject or amendment and such member may use his/her time in any combination in separate speech or comments totaling the number of minutes permitted. The Mayor will not be obligated to recognize any Council member for a second comment on the subject or amendment until every Council member wishing to speak has been allowed to first comment. Council members will also have the right to yield a portion of time to another member.

Any member deciding to speak more than five minutes on any question or more than five minutes on any amendment to the question will be accorded the privilege only upon motion supported by two-thirds of the Council. No member will be permitted to interrupt while another member is speaking.

No Council member will be permitted to indulge in personalities, use offensive language, arraign motives of members, charge deliberate misrepresentations or use language tending to hold a member of the City Council up to contempt.

If a member is speaking or otherwise transgressing the rules of the Council, the presiding officer will, or any Council member may, call him/her to order in which case he/she will immediately be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she will be at liberty to proceed, but not otherwise, and if the disruption continues, he/she will be liable to censure or to such punishment as the Council deems proper consistent with State statutes, City Ordinances or City Charter if applicable.

G. CITIZEN PARTICIPATION AT MEETINGS

1. All citizens attending any Regular or Special Council meetings will be asked to sign the roster provided and indicate if they wish to address the Council. Their names will be added to the minutes of said meeting by the City Secretary as a matter of record.
2. To maintain decorum, the Mayor at all meetings will ask the citizens present if they wish to speak for or against any item on the Agenda. If so, they will be given an opportunity to do so at the proper time, when recognized by the Chair. If multiple citizens wish to address the Council on any single agenda item, those citizens are advised to select spoke persons to present their case.

NO CITIZEN NOR STAFF MEMBER MAY SPEAK NOR OTHERWISE INTERRUPT ANY MEETING UNTIL RECOGNIZED BY THE PRESIDING OFFICER.

3. Citizens who wish to bring up a matter on the Agenda at a Regular meeting may do so, but only under the Agenda item Public Comments . Citizens must remember that the Council is prohibited from acting on any item that has not been posted on the Agenda.

4. As a general rule, citizens may not participate in the discussions of the Council

Workshop sessions.

THESE RULES OF PROCEDURE ARE NOT INTENDED AND SHALL NOT SUPERCEDE THE CHARTER OF THE CITY OF JASPER OR ANY STATE LAW. IF ANY CONFLICT DOES OCCUR THE CHARTER OF THE CITY OF JASPER AND/OR TEXAS STATE LAW SHALL PREVAIL.

ADOPTED BY THE JASPER CITY COUNCIL SEPTEMBER 2005.

DAVID G. BARBER, MAYOR

CLIFTON WILLIAMS, COUNCIL MEMBER DIST. 3

JOE CLYDE ADAMS, COUNCIL MEMBER DIST. 1

GLORIA MONZINGO, COUNCIL MEMBER DIST. 4

GAYLE MEIGS, COUNCIL MEMBER DIST. 2

DIANNE PACE, COUNCIL MEMBER DIST. 5

UPDATED BY THE JASPER CITY COUNCIL JULY 9, 2012.

MIKE LOUT, MAYOR

ALTON SCOTT, COUNCIL MEMBER DIST. 1

RANDY SAYERS, COUNCIL MEMBER DIST. 2

HAZEL JOHNSON, COUNCIL MEMBER DIST. 3

RAYMOND HOPSON, DIST. 4

MITCH MCMILLON, COUNCIL MEMBER DIST 5 AT-LARGE