

RESOLUTION 2006-07-01

**A RESOLUTION OF THE CITY OF WESTON, TEXAS, ESTABLISHING A POLICY FOR THE PLACEMENT OF ITEMS ON THE CITY COUNCIL AGENDA; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Weston, Texas is a Type A general-law municipality located in Collin County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, Section 22.038 of the Local Government Code gives the governing body of a Type A municipality the authority to determine the rules of its proceeding; and

**WHEREAS**, State law is silent on the issue of who may place an item on the agenda for Council consideration; and

**WHEREAS**, to reduce confusion, the City Council desires to address the placement of agenda items by adopting a rule of procedure governing same.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTON, TEXAS THAT:**


**SECTION 1. PROCEDURES FOR ESTABLISHING AGENDA FOR CITY COUNCIL MEETING**

- a. The Mayor has the primary responsibility for establishing the agenda for City Council meetings and may list items to be considered by the Council.
- b. In an open meeting, two or more Council members may direct that items be placed on a future agenda.
- c. Additionally, outside of a public meeting, two or more members of the City Council of the City of Weston are entitled to have items listed on a future City Council meeting agenda. To have the item listed on the agenda for a meeting of the City Council, the members of the City Council shall fill out and complete a form that will be available in the City Secretary's office. The form shall indicate the date of the City Council meeting at which the members desire for the item to be listed on the agenda and the topic that they desire to be listed. The form must be submitted to the City Secretary's office not later than five o'clock p.m. on the eighth business day before the date of the meeting. In all cases, the form submitted by the members of the City Council shall describe the topic to be listed with sufficient particularity to enable a person reading the agenda to determine the nature and scope of the matter to be addressed.
- d. Members of the public wishing to have items listed on the agenda may petition the Mayor or two or more Council Members to exercise their right to place items on the agenda pursuant to subsections a. through c. of this section. Members of the public will be required to submit a written request form available in the City Secretary's Office. The form must be submitted to the City Secretary's office not later than five o'clock p.m. on the eighth business day before the date of the meeting. This Resolution does not confer on any member of the public the right have an item placed on the agenda for Council consideration.

**SECTION 2. EFFECTIVE DATE**

This resolution shall be effective from and after its passage and adoption by the City Council.

**RESOLVED AND ENTERED** this the 11<sup>th</sup> day of July 2006.

  
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Patti Harrington, Mayor

ATTEST:

  
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Susan M Coffer, City Secretary

