

RESOLUTION NO. 2022-06-01

A RESOLUTION OF THE CITY OF WESTON, COLLIN COUNTY, TEXAS, ESTABLISHING A POLICY FOR THE PLACEMENT OF ITEMS ON THE CITY COUNCIL MEETING AGENDA; AND ESTABLISHING 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.

WHEREAS, Chapter 551 of the Texas Government Code defines a meeting as a gathering "at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control."

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

SECTION 1 PROCEDURES

- 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 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 two o'clock p.m. on the fourth City Hall 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 two o'clock p.m. on the fourth City Hall business day before the date of the meeting. This Resolution does not confer on any member of the public the right to have an item placed on the agenda for Council consideration.
- E. All documentation to be presented at a council meeting must be submitted to City Hall prior to the item being placed on an agenda in order.
- F. Only items of public business or public policy over which the City of Weston City Council has supervision or control may be considered for placement on a City Council meeting agenda.
- G. The Mayor is solely responsible for any agenda changes after the posting of the agenda up to 72 hours before the start of the meeting. All City Council members will be informed of any of these changes.

SECTION 2 EFFECTIVE DATE

This Resolution shall be effective June 23, 2022.

ADOPTED by Council this, the 23RD day of June, 2022.



APPROVE

James M. Marischen
James M. Marischen, Mayor

ATTEST

Susan M. Coffey
Susan M. Coffey, City Secretary