



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** June 23, 2025

SUBJECT: Introducing amendments to the City Council Rules of Procedure.

PRESENTER: Alicia Richardson, City Secretary/Chief Governance Officer

SUMMARY:

City Council will receive a presentation from staff outlining proposed amendments to the City Council Rules of Procedure.

GENERAL DESCRIPTION:

The City Council Rules of Procedure ("Rules") were originally adopted in May 1965 and have been amended several times over the years. The Rules govern the City Council's meetings and include, but are not limited to facilitation of meetings, duties of appointed officers (city manager, city secretary, and city attorney), rules of order, agenda preparation, chair and duties, and presentations by the public. A copy of the current Rules are included as an attachment.

At the May 27, 2025, work session meeting, Mayor McCarty asked for an item to be placed on a future agenda to discuss the removal of the deputy mayor pro tem and associate mayor pro tem from the Rules (Section 2-65(a)). The Rules may be amended by a majority vote of the City Council. However, prior to acting, the proposed amendments or new rules shall be introduced into record at a previous meeting of the City Council.

At the June 9, 2025, work session meeting, City staff presented four (4) proposed amendments to remove the deputy mayor pro tem and associate mayor pro tem titles and align language to address recent legislation (HB 1522) for posting meeting notices and delivery of the agenda packet to the City Council.

The City Council concurred with staff's recommendation to amend Sections 2-65(a) and (b) to remove reference of Deputy Mayor Pro Tem and Associate Mayor Pro Tem titles and directed staff to amend Sections 2-67(a) and (c) by removing reference of day of the week.

The tables below provide the current language with proposed amendments and the proposed language.

CURRENT LANGUAGE WITH PROPOSED AMENDMENTS	PROPOSED LANGUAGE
<p>§ 2-65 Chair and duties.</p> <p>(a) Chair. The mayor, if present, shall preside as chair at all meetings of the council. In the absence or disability of the mayor, the mayor pro tem shall preside. There shall be a deputy mayor pro tem, who shall preside in the absence or disability of both the mayor and the mayor pro tem. There shall also be an associate mayor pro tem, who shall preside in the absence or disability of the mayor, the mayor pro tem, and the deputy mayor pro tem. The deputy mayor pro tem and the associate mayor pro tem shall be selected from among the members of the council: (i) at the first regular meeting following the general city election; (ii) following the swearing in of council members upon declaration of members elected; or (iii) upon action of the city council in the event of a vacancy in either position. For meetings or events in which there exists the absence or disability of the mayor, and the mayor pro tem, the deputy mayor pro tem, and the associate mayor pro tem, the city council shall elect a chair to preside until the end of the meeting or for the duration of the event.</p>	<p>§ 2-65 Chair and duties.</p> <p>(a) Chair. The mayor, if present, shall preside as chair at all meetings of the council. In the absence or disability of the mayor, the mayor pro tem shall preside. The mayor pro tem shall be selected from among the members of the council: (i) at the first regular meeting following the general city election; (ii) following the swearing in of council members upon declaration of members elected; or (iii) upon action of the city council in the event of a vacancy. For meetings or events in which there exists the absence or disability of the mayor and the mayor pro tem, the city council shall elect a chair to preside until the end of the meeting or for the duration of the event.</p>

CURRENT LANGUAGE WITH PROPOSED AMENDMENTS	PROPOSED LANGUAGE
<p>§ 2-65 Chair and duties.</p> <p>(b) Call to order. The meetings of the city council shall be called to order by the mayor, or in his absence or disability, by the mayor pro tem. In the absence or disability of both the mayor and mayor pro tem, the meeting shall be called to</p>	<p>§ 2-65 Chair and duties.</p> <p>(b) Call to order. The meetings of the city council shall be called to order by the mayor, or in his absence or disability, by the mayor pro tem. In the absence or disability of both the mayor and mayor pro</p>

order by the deputy mayor pro tem. In the absence or disability of the mayor, the mayor pro tem, and the deputy mayor pro tem, the meeting shall be called to order by the associate mayor pro tem. In the absence or disability of the mayor, the mayor pro tem, the deputy mayor pro tem and the associate mayor pro tem, the meeting shall be called to order by the city secretary.	tem, the meeting shall be called to order by the city secretary.
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CURRENT LANGUAGE WITH PROPOSED AMENDMENTS	PROPOSED LANGUAGE
<p>§ 2-67 Order of business.</p> <p><u>Regular or special city council meeting agenda.</u> The order of business of each regular or special meeting of the city council shall be as contained in the city council agenda prepared by the city manager. The agenda shall be a listing by topic of subjects to be considered by the city council. The mayor or any council member may request to add an item to the regular or special meeting agenda by proceeding with the agenda setting process set forth in section 2-64 of these rules of procedure. The proposed agenda and agenda packet shall be delivered to members of the city council each Thursday preceding prior to the Monday evening meeting to which it pertains.</p>	<p>§ 2-67 Order of business.</p> <p><u>(a) Regular or special city council meeting agenda.</u> The order of business of each regular or special meeting of the city council shall be as contained in the city council agenda prepared by the city manager. The agenda shall be a listing by topic of subjects to be considered by the city council. The mayor or any council member may request to add an item to the regular or special meeting agenda by proceeding with the agenda setting process set forth in section 2-64 of these rules of procedure. The agenda and agenda packet shall be delivered to members of the city council prior to the meeting to which it pertains.</p>

CURRENT LANGUAGE WITH PROPOSED AMENDMENTS	PROPOSED LANGUAGE
<p><i>§ 2-67 Order of business.</i></p> <p><i><u>(c) Council communications.</u></i></p> <p><i>Council communications. The city manager shall provide the city council with a written analysis of and</i></p>	<p><i>§ 2-67 Order of business.</i></p> <p><i><u>(d) Council communications.</u></i></p> <p><i>Council communications. The city manager shall provide the city council with a written analysis of and</i></p>

recommendation of items to be acted upon by the city council at its meetings. These communications shall be delivered to city council members along with the ~~proposed~~ agenda and agenda packet ~~each Thursday preceding~~ prior to the ~~Monday~~ meeting at which they will be discussed, unless an emergency condition makes it necessary to deliver the communication on a subsequent day.

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NEXT STEPS:

An ordinance amending the City Council Rules of Procedure will be considered by the City Council at its August 11, 2025, meeting.