

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** June 9, 2025

SUBJECT: Discuss proposed amendments to the City Council Rules of Procedure.

PRESENTER: Alicia Richardson, City Secretary/Chief Governance Officer

GENERAL DESCRIPTION:

The City Council Rules of Procedure were originally adopted in May 1965 and have been amended several times over the years. The Rules of Procedure govern the City Council's meetings and includes, but is 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.

At the May 27, 2025 work session meeting, Mayor McCarty asked for an item to be placed on a future discussion to discuss the removal of the deputy mayor pro tem and associate mayor pro tem from the Rules of Procedure (Section 2-65(a)).

Ordinance No. 3642, adopted March 26, 2020, amended Section 26-5(a) to include additional leadership positions for deputy mayor pro tem and associate mayor pro tem during the COVID pandemic. Subsequently, a charter amendment (Proposition D) was approved May 2023 to permit the City Council by ordinance, to appoint additional positions to fulfill the duties of the mayor or mayor pro tem.

If City Council's direction is to remove the positions, Sections 2-65(a, b) would need to be amended.

Current	Proposed
<p>§ 2-65 <i>Chair and duties.</i></p> <p>(a) <i>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</i></p>	<p>§ 2-65 <i>Chair and duties.</i></p> <p>(a) <i>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</i></p>

<p>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, 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>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>
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Current	Proposed
<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 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.</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 tem, the meeting shall be called to 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.</p>

Legislative activity – sent to governor

HB 1522, requires the notice of a meeting of a city must be posted in a place readily accessible to the general public at all times for at least three business days before the scheduled date of the meeting and when the budget is discussed or adopted, a physical copy of the proposed budget must be posted along with a taxpayer impact statement

comparing the property tax bill in the proposed budget with a budget funded at the no-new-revenue rate.

Currently, the city posts agendas for meetings (City Council and boards/commissions) on the Friday preceding meetings for the following week. The approval of HB 1522 requires North Richland Hills to post the agenda on the city website by Wednesday for City Council meetings.

Staff recommends the following sections of the Rules of Procedure be amended to align with the recent action of the Legislature by either amending or removing language regarding delivery of agenda packet to the City Council.

§ 2-67 Order of business.

(a) Regular or special city council meeting agenda.

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 the Monday evening meeting to which it pertains.

§ 2-67 Order of business.

(c) Council communications.

Council communications. The city manager shall provide the city council with a written analysis of and 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 the Monday meeting at which they will be discussed, unless an emergency condition makes it necessary to deliver the communication on a subsequent day.

Amending Rules of Procedure –

Section 2-62 provides that the City Council's Rules of Procedure may be amended by a majority vote of the City Council. Prior to acting, the proposed amendments or new rules shall be introduced into record at a previous meeting of the City Council.

Staff will provide a presentation at the work session, seek feedback for proposed amendments or new rules, and will place an item on a future City Council as outlined by Section 2-62.