



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 8, 2025

SUBJECT: Consider Ordinance No. 3939, amending Chapter 2, Article II, Division 2, Rules of Procedure of the Code of Ordinances of the City of North Richland Hills; Sections 2-65, Chair and Duties and 2-67, Order of Business.

PRESENTER: Alicia Richardson, City Secretary/Chief Governance Officer

SUMMARY:

Approve ordinance amending Sections 2-65 and 2-67 of 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.

TIMELINE OF DISCUSSION/ACTION:

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)).

June 9, 2025, work session meeting - staff presented four (4) proposed amendments and 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 to align with state law.

June 23, 2025, regular meeting – the proposed amendments to the City Council Rules of procedure were introduced.

RECOMMENDATION:

Approve Ordinance No. 3939.