

CITY COUNCIL, BOARDS AND COMMISSIONS AGENDA PREPARATION & MEETING DECORUM POLICY

1. OPEN GOVERNMENT

All meetings of the City Council, City Boards, or City Commissions ("City Bodies") (with the exception of confidential, executive sessions which are held in accordance with applicable State law), shall be open to the public and the minutes of all such proceedings shall be kept in accordance with the procedures established by State law and the procedures set forth in this policy.

- (1) All regular, special, workshop, emergency and executive session meetings of the City Bodies will be called and conducted in accordance with the provisions of the "Texas Open Meetings Act" as provided in the Government Code, Title 5, Chapter 551, Subchapter A, Section 551.001 et seq., and as amended in the future.
- (2) Regular, special, workshop and emergency meetings of the City Bodies are open to the public and to representatives of the press and media.
- (3) Executive sessions of the City Bodies are not open to the public, the press or the media and only individuals expressly requested or ordered to attend, and only as allowed by State law, may be present or allowed to attend executive sessions.
- (4) The City Secretary or designee shall be responsible for posting public notice of all meetings of the City Bodies, in compliance with all applicable State laws.

2. MEETINGS

As per section 3.08 of the Dayton city charter, the City Council shall hold at least one regular meeting each month and as many additional meetings as may be necessary for the transaction of City business at a time to be fixed by City Council. Accordingly, the City Council has chosen the third Monday of each month as a meeting date for regular council meetings. As per section 3.08 of the city's charter the Mayor or any two City Council Members may call special meetings when it is determined to be needed. Meetings shall be held in the council chambers at the Dayton Community Center or at such other locations as may be designated by the City Council.

The Chairperson, two board members, or the city staff member designated to work with that board or commission may call a meeting of said board or commission.

3. MEETING AGENDA, NOTICE AND PREPERATION

The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming meeting:

For City Council:

- (1) The Mayor
- (2) Any two city council members
- (3) The City Manager

Additionally, should a member of the City staff, acting in that member's capacity as a City employee, determine/desire that a matter should be presented to the City Council, then, the staff member may request, through written communication addressed to the City Manager that the item be placed on the agenda. In cases where City staff has made a request, the City Manager shall be responsible for determining whether the requested item is placed upon the agenda, and the City Manager shall direct the City Secretary, accordingly. A member of the public desiring to have an item placed on the agenda may request same, in writing, to the Mayor or City Manager and the Mayor or City Manager may at their discretion elect to have such item placed or not placed on an upcoming agenda. Additionally, members of the public, while speaking during the public comment period of a meeting, can request that items be placed on future city council agendas. At that time the city council may vote to add said item to a future meeting agenda.

For City Boards or Commissions:

The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming meeting:

- (1) The Board Chairperson
- (2) Any two board members
- (3) The City employee designated to work with said board or commission

A member of the public desiring to have an item placed on the agenda may request same, in writing, to the Board Chairperson, designated city employee or the City Manager and the Board Chairperson, designated city employee or City Manager may at their discretion elect to have such item placed or not placed on an upcoming agenda. Additionally, members of the public, while speaking during the public comment period of a meeting, can request that items be placed on future board/commission agendas. At that time the board/commission may vote to add said item to a future meeting agenda.

The City Secretary shall coordinate agenda requests with the City Manager and staff, in a timely manner, to ensure that necessary information is available on requested matters and to provide for sufficient time in preparing the agenda. •

4. PUBLIC PARTICIPATION IN OPEN MEETINGS/PUBLIC HEARINGS

The business of the City is conducted by and between the members of the City Council, City Boards and commissions and by those members of City staff, elected officials, department heads, consultants, experts and /or members of the public requested to be present and participate. While the public is invited to attend all meetings of the City Bodies (except executive sessions) the public's participation therein is limited to that of observers unless a member of the public is specifically requested to address the City Body on a particular issue or unless the member of the public completes a "public comment form" and submits the completed form to the City Secretary or designee at the beginning of the applicable Council meeting. In accordance with Texas Penal Code section 42.05, it shall be a criminal offense for a person, with the intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance.

Members of the public shall be allowed to comment during the public comment period and on any item posted on the agenda. However, all public comments are subject to the following rules:

- (1) In order to efficiently manage the time of the Council/Board, each member of the public who requests to appear before the City Council/Board for public comment shall be required to limit their presentation to a maximum of three minutes. However, citizens speaking through a translator shall be given a maximum of six minutes to address the City Council/Board. Tracking the time utilized by each speaker for public comment shall be maintained by a staff person designated by the presiding officer. Public comment presenters may not designate their time to be used by other presenters.
- (2) Presenters in public comment shall be recognized in order of submission of the "public comment form" to the City Secretary, unless otherwise determined by the presiding officer.
- (3) During the public comment periods the presiding officer may lengthen the speaking time allocated for a particular member of the public and/or all members of the public. Additionally, in the interest of efficiency the presiding officer may set the amount of time allocated for public comments based on the number of individuals signed up to make public comments. Furthermore, in the event that numerous citizens sign up for public comment the presiding officer may shorten the speaking time from three minutes and six minutes respectively for all members of the public speaking during said public comment period. However, all members of the public that signed up to make public comments shall be given an opportunity to speak. The presiding officer's determination to lengthen or shorten the time for public comments shall apply equally for all speakers on said topic. This shall apply to both the general public comment period and to the public comment period for each individual agenda item. Upon a motion and second by council members, the City Council may vote at said meeting to overturn the presiding officer's decision on any specific speaking time allocation.
- (4) Agenda items being presented by anyone other than the City's staff, attorney, contractors, consultants or council members shall be limited to fifteen (15) minutes. However, the presiding officer shall have the authority to lengthen the time allotted for said presentation. Upon a motion and second by council/board members, the City Council/Board may vote at said meeting to overturn the presiding officer's decision on any specific speaking time allocation.
- (5) Public feedback and criticism regarding any act, omission, policy, procedure, or service of the City of Dayton, the City Council, or its appointed boards is welcome, provided such comments are compliant with Texas Penal Code 42.01 regarding disorderly conduct. Accordingly, citizens speaking at city council/board meetings shall refrain from the use of any obscene, vulgar, or profane language, as well as any other behavior that may constitute disorderly conduct.
- (6) Violations of these rules may result in the following sanctions:
 - (a) Cancellation of a speaker's remaining time; and/or
 - (b) Removal from the meeting chambers.

The presiding officer of the City Council/Board is responsible for conducting all meetings and members of the public who have properly completed a public comment form and submitted same to the City Secretary must wait to be recognized by the Presiding Officer before they will be allowed to speak.