CITY OF BASTROP
RESOLUTION NO. R-2024 - 48

RULES OF PROCEDURE

A RESOLUTION OF THE CITY OF BASTROP, TEXAS,
REVISING CERTAIN RULES OF PROCEDURE FOR CITY
COUNCIL MEETINGS

WHEREAS, the City Council of the City of Bastrop (City Council) has a shared interest:
in promoting efficient, effective, and ethical City Council Meetings; and

WHEREAS, pursuant to Sections 551.007 and 551.023 of the Texas Government
Code and Section 3.13 of the City’s Charter, the City Council has the
authority to determine its own rules of procedure and order of business; and

WHEREAS, the City Council finds it to be reasonable and prudent to approve this
resolution modifying the Rules of Procedure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bastrop:

Section 1: The City Council hereby approves the following amendments to the Rules
of Procedure:

1. Article 3. Parliamentary Procedure
   3.1. Discussion and Debate. The basic rule of motions is that they
       are subject to discussion and debate. Accordingly, the basic motion
       and the motion to amend are all eligible, each in their turn for full
       discussion by and before the City Council. The length of individual
       statements by the Mayor and members is limited to ten minutes
       unless the City Council votes to extend the time allotted.
       Discussion and debate can continue as long as the members wish
to-discuss-it, or until the Mayor or any member decides that it is
       time to move on and call a vote on the motion after each member
       has had an opportunity to speak.

2. Article 4. Agenda Order. The Mayor and the City Manager or an
   appropriate designee shall prepare an agenda and cause the same
   to be posted in accordance with the Texas Open Meetings Act.
   Agendas and packet material shall be delivered to the City Council
   via electronic format uploaded into a cloud storage service. City
   Council shall be notified via email that the agenda and packet have
   been uploaded and available for review. The goal would be to
   upload the agenda and packet on Thursday prior to a regularly
   scheduled Council Meeting. In the event of an emergency meeting
   of the City Council, this provision shall be suspended when not
inconsistent with the provisions of federal or state law or the City Charter.

In order to facilitate the agenda process, the Mayor and one Council Member, two Council Members, or the City Manager may place an item on the agenda. Staff assistance, if required, should be requested through the City Manager (City Charter, Article III, Section 3.05 Prohibitions). Agenda items must be provided to the City Manager’s Office at City Hall by 12:00 noon on the 7th calendar day preceding the date of the regular meeting. If the agenda topic does not allow for staff to adequately prepare information for Council’s consideration, the item may be postponed until the next regular meeting.

3. Article 4. Agenda Order
4.4 Presentations. Presentations may be made by the Mayor, City Council, or Staff. The Mayor may deliver any proclamation as may be required from time to time. Proclamations shall be read by the City Secretary and signed by the City Manager. All City Council Members will be afforded the opportunity to pose for a group photograph for the proclamation. Outside entities and organizations granted permission to make a presentation shall be placed in this section.

Section 2: The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, Texas, on this, the 29th day of April 2024.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney