

## **RESOLUTION NO. R-2025-151**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE RULES OF PROCEDURE FOR THE CITY COUNCIL AND BOARDS & COMMISSIONS, ARTICLE 2, GENERAL RULES OF PROCEDURE AND POLICIES, SECTIONS 2.2 AND 2.4, TO REFLECT RECENT LEGISLATION AND UPDATED MEETING DATES; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING EFFECTIVE DATES.**

**WHEREAS**, the City Council of the City of Bastrop, Texas has adopted Rules of Procedure governing the conduct of its meetings and those of its Boards and Commissions; and

**WHEREAS**, Section 2.2 of the Rules of Procedure currently provides that notice of meetings shall be given at least 72 hours in advance, consistent with prior requirements of the Texas Government Code, Chapter 551, Open Meetings Act; and

**WHEREAS**, House Bill 1522, enacted by the 89th Texas Legislature, requires that meeting agendas be posted three business days in advance of a meeting, excluding the day of posting and the meeting day; and

**WHEREAS**, Section 2.4 of the Rules of Procedure establishes regular City Council meetings on the second and fourth Tuesday of each month; and

**WHEREAS**, the City Council desires to amend Section 2.4 to establish regular meetings on the first and third Tuesday of each month, to better align with City business operations; and

**WHEREAS**, it is in the best interest of the City of Bastrop to update its Rules of Procedure to remain compliant with state law and to support the efficient conduct of City business.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:**

**1. Amendments to Section 2.2 – Effective September 1, 2025.**

Section 2.2 *Meetings Shall Be in Compliance* is amended to reflect the requirement that agendas be posted three business days prior to a meeting, excluding the day of posting and the day of the meeting, as provided by the Texas Government Code, Chapter 551, as amended by House Bill 1522. This amendment shall take effect September 1, 2025.

**2. Amendments to Section 2.4 – Effective October 1, 2025.**

Section 2.4 *Regular Meetings* is amended to state that regular City Council meetings shall be held on the first and third Tuesday of each month. This

amendment shall take effect October 1, 2025.

3. **Repealer.** All prior provisions of the Rules of Procedure in conflict with this Resolution are hereby repealed to the extent of such conflict.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 26th day of August 2025.


APPROVED:

by:   
Ishmael Harris, Mayor

ATTEST:

  
Michael Muscarello, City Secretary

APPROVED AS TO FORM:

  
City Attorney  
Denton Navarro Rocha Bernal & Zech, P.C.



## ARTICLE 1.

### AUTHORITY, APPLICABILITY, AMENDMENT, AND ANNUAL REVIEW

#### 1.1 Authority.

Article III, Section 3.13 of the City Charter of the City of Bastrop, Texas grants the City Council the right to determine its own rules of procedure. The following rules are enumerated under and by the authority of said provision.

#### 1.2 Applicability.

The rules of procedure adopted by the City Council are applicable not only to the City Council, but also to all boards, commissions, and committees of the City of Bastrop. When applied to boards, commissions, and committees, the term Mayor means the chairperson and the terms City Council or Council Members means the members of the board, commission, or committee.

#### 1.3 Amendment.

These rules may be amended, or new rules adopted by a minimum of three (3) of the five (5) voting members of the City Council present.

#### 1.4 Annual Review.

Following the municipal elections each year, the Council will review these rules of procedure annually, make changes as appropriate, and adopt their own rules of procedure in accordance with the Charter at the first scheduled meeting in July. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the Council's right and ability to amend the rules at any other time during the year, in accordance with the Charter.

## ARTICLE 2.

### GENERAL RULES OF PROCEDURE AND POLICIES

#### 2.1 Construction of Authority.

The construction of authority in all matters associated with the meetings and activities of the City Council, including the agenda, shall be (1) the U.S. Constitution and Statutes of the United States of America; (2) the Texas Constitution and Statutes of the State of Texas; (3) the City Charter; (4) the Code of Ordinances of the City of Bastrop, Texas; and (5) these rules. Rosenberg's Rules of Order are a preferred source of guidance for matters not addressed herein.

#### 2.2 Meetings Shall Be in Compliance.

All meetings of the City Council shall be in compliance with the Texas Government Code, Chapter 551, Open Meetings Act including the Act's prohibition of discussions about an item of public business among a quorum through a series of communications. Except in the case of an emergency meeting, notice of all meetings shall be given ~~72 hours before the time set for any meeting.~~

~~at least three business days before the scheduled date of the meeting.~~

If meetings are held at Bastrop City Hall, they may be televised live on the City's television channel via the appropriate cable providers and/or live streamed via social media. If unable to televise meetings live due to technical difficulties, the meeting shall be recorded for a later broadcast. The Council meetings shall be rebroadcast as a part of the City's on-going channel programming.

The Bastrop City Hall is wheelchair accessible and special parking is available on the west side of the building. If special accommodations are required, please contact the City Secretary a minimum of 24 hours in advance at 512-332-8800.

### **2.3 Conduct of Meetings.**

Meetings of the City Council shall be conducted according to the rules adopted by the City Council. For additional guidance (non-binding), the City Council may refer to Rosenberg's Rules of Order as amended herein and when not inconsistent with these rules.

### **2.4 Regular Meetings.**

Regular meetings of the City Council shall be on the ~~second and fourth~~ **first and third** Tuesday of each month at 6:30 p.m. and end no later than 10:00 p.m. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate. Per the City Charter, the Council shall meet regularly and at least once each month.

### **2.5 Special Meetings.**

The City Council may hold as many additional, special meetings as may be necessary for the transaction of the business of the City. Special meetings of the City Council may be called as necessary upon written notice to the City Secretary by the Mayor or by any three (3) members of the City Council unless made at a regular meeting at which a quorum of Council Members is present. The City Manager and all Council Members shall be notified of all special meetings.

### **2.6 Emergency Meetings.**

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted one (1) hour before the meeting is convened. Notice shall be provided also to the media as requested in accordance with the Texas Government Code, Section 551.047.

### **2.7 Workshops (Work Session).**

Workshops are special meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Citizen comments on agenda items listed for open portions of the workshop can be addressed to the City Council (i.e., not executive session) before or during the City Council's consideration of the item.

### **2.8 Executive Sessions.**

Executive sessions are meetings closed to the public. These sessions are only permitted for the purpose of discussing matters enumerated in Texas Government Code Chapter 551, the Open Meetings Act. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

The City Council can retire into an executive session during a regular or special meeting as stated on