

City of Tatum

City Council Rules and Procedures

Adopted July 14, 2025  
(Amended Aug 11, 2025)

## Table of Contents

### SECTION I - AUTHORITY

### SECTION II - GENERAL RULES

Meetings to be Public

City Council

Quorum

Minutes of Meetings

Questions to Contain One Subject

Mayor

City Attorney

City Secretary

Employees

Executive Session

### SECTION III - TYPES OF MEETINGS

Regular Meetings

Special and Emergency Meetings

Recessed Meetings

Work Session Meetings

Town Hall Meetings

Public Hearings

### SECTION IV - CONDUCT OF MEETINGS

Presiding Officer

Call to Order

Motions

Preservation of Order

Points of Order

Questions to be Stated

Substitution for Mayor

Amendment to the Minutes

Written Correspondence

### SECTION V - AGENDA

Preparation of Agenda

Consent Agenda

Citizen Participation

### SECTION VI - DECORUM AND DEBATE

Decorum and Debate

### SECTION VII - Rules Suspension

## **SECTION I - AUTHORITY**

1. Texas Local Government Code (LGC) Section 51.01 authorizes a municipality to adopt an ordinance, act, law or regulation, consistent with state law, which is necessary for the municipality, interest and welfare of its citizens and to maintain good order of the entity. In order to provide the framework for the execution of these powers and authority, the following set of rules shall be in effect upon their adoption by the City Council and until such time as they are amended or new rules are adopted in the manner provided for by these rules.

## **SECTION II - GENERAL RULES**

- 2.1 Meetings to be Open. All meetings of the City Council shall be open to the public, except for Executive Sessions.
- 2.2 City Council. For purposes of these rules, the collective membership of the Mayor and City Councilmembers shall be known as the City Council. Individually, each shall be referred to as Mayor or Councilmember.
- 2.3 Quorum. Three Councilmembers constitute a quorum. At a special or emergency meeting or a meeting to consider imposition of taxes, 2/3 of the number of Councilmembers is required for a quorum (LGC §22.039).
- 2.4 Minutes of Meetings. An account of all proceedings of the City Council shall be kept by the City Secretary and shall constitute the official record of the City Council. The Official City Council minutes are action minutes and provide the action taken by the City Council and a summary of subjects discussed.
- 2.5 Questions to Contain One Subject. All questions submitted for a vote shall contain only one subject. If two or more points are involved, any Councilmember may require a division. Division shall be required only on the affirmative vote of three Councilmembers. If no division is requested and approved, the question shall be submitted as originally framed.
- 2.6 Mayor. The Mayor shall attend and moderate all City Council meetings if able. With the exception of an absolute emergency, a seven-day notice is required to be given to the Mayor Pro-Tem by the Mayor to act as the Moderator for the meeting. The Mayor may make recommendations, make motions, and take part in all discussions of the City Council, but shall have no vote unless there is a tie. The Mayor holds no veto power.
- 2.6 City Attorney. The City Attorney or the City Attorney's designee may be required to attend a City Council meeting. The attendance of the City Attorney shall be based on the subject matter of the meeting. Attendance shall be based on the need established by the City Council.
- 2.7 City Secretary. The City Secretary or designee shall attend all meetings of the City Council unless expressly excused and shall keep the official minutes and perform such other duties as may be requested by the City Council.

- 2.8 Employees. Any employee of the City, when requested by the Mayor, shall attend any meeting of the City Council and, if requested to do so, such employee may present information relating to matters before the City Council. Members of the City Council may request presentations by particular staff members, but the Mayor will determine the staff spokesperson for providing information for a particular agenda item at the City Council meeting.
- 2.9 Executive Session. All matters discussed in Executive Session, as authorized by the Texas Open Meetings Act, are deemed confidential by law. It shall be the policy of the City Council that the Mayor, individual Councilmembers, the City Attorney, City Secretary and others who are authorized to attend Executive Sessions shall not make disclosure of confidential matters where the information has not been released to the general public. The presiding officer may be authorized to issue a statement regarding confidential matters upon approval of same by the City Council. The Mayor shall open and close an executive session at the location noted on the official agenda notice posted in compliance with the Texas Open Meetings Act. For purposes of regular agenda meeting postings, the opening and closing of an Executive Session shall be done in the Council Conference Room of City Hall. When the City is involved in litigation or a legal dispute, Councilmembers shall not comment on settlements, appeals, or other issues related to the subject until the matter is resolved. The City Attorney shall be authorized to provide any public responses or comments as needed on matters involving litigation.

### **SECTION III - TYPES OF MEETINGS**

- 3.1 Regular Meetings. The City Council shall meet at least once a month at City Hall located at 680 Crystal Farms Rd. on the second Monday of each month at 6:0 p.m. or as otherwise established by the City Council. The City Council shall determine whether to continue its meeting for additional time at or near 12:00 midnight or continue the meeting the following day if additional items are on the agenda and have not been considered. The call for and conduct of all meetings of the City Council, both regular and special as provided in Section 3.2 hereof, shall be in accordance with state law.
- 3.2 Special and Emergency Meetings. Special meetings may be called by the Mayor, or two City Councilmembers. The call for a special meeting by Councilmembers shall be documented and filed with the City Secretary in written form. The call for a special meeting shall specify the day and the hour of the special meeting and list the subject or subjects to be considered. A Public Notice shall be posted at least three business days before the meeting is scheduled to begin. The agenda for any special meeting shall include a designation of the persons who called such meeting. In accordance with state law, the notice to the public of an emergency meeting must be posted at least two hours before the meeting is scheduled to begin. An emergency exists only if immediate action is required of the City Council because of an "imminent threat to public health and safety" or a "reasonably unforeseeable situation."
- 3.3 Recessed Meetings. Any meeting of the City Council may be recessed to a later time provided that no recess shall be for a longer period than until the next regularly scheduled City Council meeting. Such recess shall be held upon the approval of the vote of a majority of the City Council. Additional notice shall be posted in accordance with the Open Meetings Act for any

recess beyond the next business day.

- 3.4 Work Session Meetings. Work session meetings may be called by the Mayor or any two Councilmembers for the purpose of in-depth discussion or investigation of matters of interest to the City without formal action being taken by the City Council. The time, place, and purpose of such work session meetings shall be stated in a notice complying with the Texas Open Meetings Act. Such work session meetings may be held in any appropriate location inside or outside the City Hall upon concurrence by any two Councilmembers or as determined by the Mayor. Such work session meetings may include, but shall not be limited to, meetings with neighboring governmental bodies or agencies, meetings with any of the City's appointed boards, commissions, or committees, meetings with civic organizations or meetings for Councilmembers to research, evaluate, explore, investigate, or discuss any matter of interest or possible action affecting the City, subject to compliance with the provisions of the Texas Open Meetings Act.
- 3.5 Town Hall Meetings. The City Council may from time to time, at its discretion, call town hall meetings. Such meetings shall be special meetings of the City Council, and an agenda shall be posted in accordance with law outlining the topics to be discussed. The primary purpose of these meetings is to provide an opportunity for citizens to make comments to the Mayor, Council and staff regarding issues that are of concern. The content and time allotted in the agenda shall reflect this primary purpose. Such meetings shall not be held within the 90-day period prior to the election of the Mayor or City Council. No formal action may be taken at a town hall meeting. The Council may respond to public comments or questions with statements of factual information and existing policy. If any presentation is to be made by the Mayor, Council or Staff in conjunction with a town hall meeting, the subject matter of those presentations shall be identified in the agenda.
- 3.6 Public Hearings. This section is used when a statutorily-required public hearing is part of order of business, and is typically part of a regular meeting. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizens input in the following order: proponents, then opponents. While the public hearing is open, the Council may ask questions of the speakers but may not deliberate or argue with the public on the matter at hand. Speakers at a public hearing are required to follow the rules established herein for citizen's comments. Upon conclusion of the citizens' comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

#### **SECTION IV - CONDUCT OF MEETINGS**

- 4.1 Presiding Officer. The Mayor, if present, shall preside at all meetings of the City Council and enforce these rules and procedures during a meeting. The presiding officer shall make decisions on questions of procedure. Councilmember objections to the ruling are points of order to be considered pursuant to Section 4.2.5. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of the Mayor and Mayor Pro-Tem, the presiding officer shall be the next available City Councilmember beginning with place one and progressing up in consecutive order until a replacement is seated.

## 4.2 Order of Procedure.

- 4.2.1 Call to Order. The meetings of the City Council shall be called to order by the presiding officer. A prayer may be offered followed by the Pledge of Allegiance.
- 4.2.2 Minutes and Checks Approval. Approve previous month's regular and special-called meeting minutes and approve checks written.
- 4.2.3 New Business. Any new items placed on the agenda for the City Council to be made aware or action to be taken.
- 4.2.4 Motions. The following motions are available to be made:
  - 4.2.4.1 Main Motion. A subject shall be introduced by a main motion. The presiding officer shall seek a motion on the agenda item, but in the absence of any such motion, the presiding officer may make a motion. Once seconded, no other topics should be taken up until after the motion is disposed of in accordance with these rules. The Main Motion may be modified at the initiative of the originator and the concurrence of the Councilmember who seconded the Main Motion. Any motion requires a second or it dies for lack of a second. The presiding officer may make or second a motion.
  - 4.2.4.2 Motion to Postpone to a Certain Date. This motion requires that consideration of the main motion be delayed until a certain stated time. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
  - 4.2.4.3 Motion to Postpone Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified later date when the item is placed on the agenda again in accordance with Paragraph 5.1 of these rules.
  - 4.2.4.4 Motion to Call the Question. This motion is made to end discussion that has become lengthy, repetitious, or futile. When seconded, the presiding officer immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a majority vote of the members present for passage. If a motion to call the question is approved, any Councilmember who has not yet been heard shall be allowed up to three minutes to comment on the item prior to a vote.
  - 4.2.4.5 Motion to Reconsider. The Council may reconsider a vote during the same meeting on motion by a member who voted on the prevailing side of the issue. This motion is debatable and requires a majority vote of the members present for passage. If that vote is affirmative, a second vote is held on the issue to be reconsidered.

4.2.4.6 Motion to Adjourn. At the conclusion of business, the presiding officer may declare the meeting adjourned without waiting for a motion, but a member may move to keep the meeting open in order to make a motion to reconsider or to ask that an item be placed on a future agenda. A Councilmember may move to adjourn. When the meeting is adjourned by vote of the body, the meeting is immediately halted.

4.2.5 Point of Order, Questions and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. No second is required for a point of order and no debate is allowed. The presiding officer shall rule on the point of order before proceeding. Anyone dissatisfied with the ruling may appeal to the Council for a final decision, this appeal must be seconded. The appeal is debatable, and the presiding officer may participate in the debate without giving up the chair. A majority of No votes is necessary to reverse the ruling.

4.2.5.1 Motions to Postpone, to Postpone Indefinitely or to Call the Question or appeal of a ruling thereon, shall be considered as Points of Order and must be addressed immediately without proceeding to further business. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The presiding officer shall respond to the question or refer it to the proper person.

4.3 Preservation of Order. The presiding officer shall preserve order and decorum, prevent clash of personalities or the impugning of Councilmembers' motives, and shall confine Councilmembers in debate to the question under discussion.

4.4 Substitution for Mayor. The Mayor may call the Mayor Pro-Tem, or in the Mayor Pro-Tem's absence, any other Councilmember to take the Mayor's place as the meeting Moderator. Such substitutions shall not continue beyond meeting adjournment.

4.5 Amendment to the Minutes. Amendments to the Minutes are made by a motion during the item to consider approval of the minutes. The Minutes are action minutes and provide the action taken by City Council and a summary of subjects discussed. If a Councilmember desires that certain information be included in the minutes, the Councilmember shall state prior to the information, "For the record." If it is a lengthy statement, a written copy shall be provided to the City Secretary.

## **SECTION V – AGENDA**

5.1 Preparation of Agenda. The order of business of each meeting shall be as contained in the City Council agenda drafted by the City Secretary and approved by the Mayor. The agenda shall be a listing by topic of subjects to be considered by the City Council, and, in the case of regular meetings, shall be available to the City Council and the public not less than 3 business days prior to the meeting time.

5.1.1 The presiding officer has the discretion to place any item on an agenda. Similarly, upon the written request of any two Councilmembers, a requested item shall be included on an agenda. Such requests by either the presiding officer or two Councilmembers shall be submitted to the City Secretary no later than 12:00 p.m. on the Tuesday prior to the following Monday's regular City Council meeting. Once an agenda item has been requested per the above, such agenda item can only be removed from the agenda by the persons who requested the item. Upon final completion by the City Secretary and approval by the Mayor, the Pre-Agenda for the next Council meeting shall be distributed to the full City Council no later than 4 p. m. on Tuesday, four business days prior to the next regularly scheduled Council meeting. Once the Pre-Agenda has been distributed, no item can be removed from the agenda.

**Commented [RS1]:** The new statute requires 3 business days' notice to be posted. So for a Monday meeting it will be required to be posted on Wednesday instead of Friday. You may want this deadline to be earlier.

5.2 Items Omitted from Agenda. Any item not appearing on the agenda shall not be taken up for discussion as a matter of City Council business during a regular meeting unless it is of an emergency nature as authorized by the Texas Open Meetings Act and comes to the City's attention too late to appear on the agenda. Such special, urgent, or emergency issues shall be posted in compliance with the Texas Open Meetings Act and state law and may be added as a supplemental item to the regular agenda.

5.2.1 A Councilmember may request a previously acted upon agenda item be reconsidered at the next City Council meeting provided the request is made from the prevailing side of the issue. A Councilmember is not entitled to make such a request if not from the prevailing side of the issue.

5.2.2 The City Secretary shall provide the City Council with a written analysis of and recommendation of items to be acted on by the City Council at its meetings. These communications shall be generally referred to as agenda packets. The agenda packets for all regular meetings shall be ready for pickup by the Friday afternoon preceding the date of the next regular meeting to which it pertains, unless an emergency condition makes it necessary to deliver the communication on a subsequent day.

5.3. Citizen Participation at Meetings. Citizens and other visitors are welcome to attend all public meetings of the City Council and will be admitted to the City Council chambers or other room in which the City Council is meeting up to the fire safety capacity of the room. Everyone attending the meeting will refrain from private conversations while the City Council is in session. Citizens wishing to speak on an agenda item shall be allowed to speak. A citizen may speak after being recognized by the Presiding Officer. Persons wishing to express their position on an agenda item but who do not wish to speak may complete an "Application to Address" form and indicate their support or opposition. The name and respective position of such person shall be read into the record. Presentation by citizens shall be limited to a period of not more than three minutes for each speaker. Speakers will have a maximum of three minutes to speak regardless of the number of items they wished to address.

**Commented [RS2]:** You may want to make this at the Presiding Officer's discretion.

5.3.1 The applicant in any zoning case will be allowed up to ten minutes to make their presentation. Any time spent by the City Council will not be counted against the citizen's time allotment. No person shall speak more than the time limits provided



herein on any subject unless there is an exception supported by a majority of the Council. The presiding officer shall not be obligated to recognize a speaker for a second comment on a subject. Following a request by a Councilmember, the presiding officer may request that the City Council re-open the public hearing after a public hearing has been closed. Such public hearing may be re-opened upon the approval of a majority vote of the Council.

- 5.3.2 As a general rule, citizens may ask questions during discussions by the City Council, once recognized by the Presiding Officer. Questions or comments from citizens shall be directed to and only to the Presiding Officer. Once public input is closed, the matter shall be returned to the City Council for discussion, questions, deliberation, and action. Any Councilmember is entitled to ask questions of any person in attendance at the meeting. Once a call for the vote has been made, no further discussion or comments are to be made by any citizen or Councilmember on the subject.

## **SECTION VI - DECORUM AND DEBATE**

- 6.1 Decorum and Debate by Council. When a measure is presented for consideration to the City Council, the presiding officer shall recognize the appropriate staff or Councilmember to present the case, as needed.
- 6.1.1 A Councilmember desiring to speak shall address the presiding officer and, upon recognition by the presiding officer, shall confine discussion to the agenda item under discussion. When two or more Councilmembers wish to speak, the presiding officer shall name the Councilmember who is to speak first. No member of the City Council shall interrupt another while speaking except where “called to order” by the presiding officer, by another Councilmember to make a point of order, to make a point of personal privilege, or unless the speaker chooses to yield to questions from another member.
- 6.1.2 If a Councilmember is called to order while speaking, the Councilmember shall cease speaking immediately until the question of order is determined. If ruled to be in order, they are permitted to proceed. If ruled not to be in order, they are to remain silent or shall alter remarks to comply with rules of the Council.
- 6.1.3 As a point of courtesy, no Councilmember should leave the remainder of a Council meeting while in session with the intent of not returning without advising the presiding officer.
- 6.1.4 The City Council is committed to conducting its business in a courteous, reasonable, and respectful manner. In that spirit, the Council acknowledges that each Councilmember shall be entitled to speak and ask questions on any item and that in doing so, each Councilmember shall be mindful and respectful of each other's time and perspective.
- 6.1.5 The Mayor shall not be obligated to recognize any Councilmember for a second

comment on the subject or amendment until every Councilmember wishing to speak has been allowed a first comment. A complaint that a Councilmember's questions or comments have become excessive, redundant, repetitive, or otherwise may be made as a point of order.

6.1.6 A Councilmember's questions to speakers should be to specific individuals and the presiding officer should explain to those individuals beforehand that they may come to the podium and answer if they choose to; but they cannot offer additional unsolicited input or engage in question-and-answer sessions with Councilmembers.

6.1.7 No Councilmember shall be permitted to indulge in profanity or use language personally offensive, impugn the motives of Councilmembers, charge deliberate misrepresentation, or use language tending to hold a member of the City Council, the public, or City staff up for contempt. All Councilmembers shall treat everyone present with dignity and respect.

6.2 Citizen Decorum. Citizens shall observe the same rules of propriety, decorum, and conduct as the members of the Council. The Mayor shall not permit unrecognized speaker's comments or allow a member of the audience to indulge in profanities or use language tending to hold the City Council, the public, or City staff up for contempt. All citizens shall treat everyone present with dignity and respect.

6.2.1 A speaker shall not present an argument on a matter previously considered by the City Council at the same session. No person shall make personal, impertinent, or slanderous remarks to anyone present at the meeting, whether they are attending or participating in the council meeting.

6.2.2 Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer.

6.2.3 No signs, posters, or placards will be allowed at City Council meetings. Any such signage shall be removed by the Chief of Police or other Police Officer present.

6.2.4 Only the presiding officer can order the expulsion of a citizen from a City Council Meeting. In the case of the expulsion of a Councilmember, a two-thirds vote by the City Council is required.

6.2.5 The presiding officer shall exercise control over persons who disrupt the meeting, violate these rules, or disregard the presiding officer in the following ascending order of action:

6.2.5.1 Call the person to order, advising that person of the infraction.

6.2.5.2 Advise the person that the infraction must cease immediately, or the person will be ordered to leave the meeting.

6.2.5.3 Order the person to leave the meeting. If the person does not leave voluntarily, the Chief of Police or officer present will be directed by the presiding officer to escort the person out of the meeting. If the offending person is a member of City Council, the presiding officer shall call for a vote on the expulsion of that Councilmember from the meeting, and such vote requires a two-thirds majority for adoption.

6.3 Police Action. A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05. If the Mayor fails to maintain order and decorum, the Councilmembers may compel the Mayor to enforce this provision following due parliamentary procedure, which affirms such compulsion by a majority vote of the City Council.

#### **SECTION VII-RULES SUSPENSION**

7.1. Rules Suspension. Any provision of these rules not governed by City Code or State law may be temporarily suspended by a two-thirds vote of the City Council members present. The vote on any suspension shall be taken verbally via "Aye and "No" votes and entered into the minutes of the meeting.