

ORDINANCE 2023-3995

AN ORDINANCE AMENDING THE CITY COUNCIL'S ADOPTED RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS BY REVISING WORDING RELATED TO THE DEADLINE FOR THE PLACEMENT OF ITEMS ON THE AGENDA; FINDING COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE HEREOF

WHEREAS, based on the authority of Section 2.07. Meetings. b. Rules. of the City Charter of the City of La Porte, which provides that "City council shall determine its own rules and order of business", the City Council finds that it is within its purview to amend the wording related to the deadline for the placement of items on the agenda contained within the City Council Rules of Procedure.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS:

Section 1. The City Council Rules of Procedure and Ethics Policy is hereby amended by revising Section 3.03. Agenda, which section shall hereinafter read as follows:

"SECTION 3.03. Agenda

3.03. Agenda. The Mayor, the City Manager, the City Secretary, or the City Attorney, or any three (3) members of the City Council, by written request, may place an item on a City Council agenda, with the exception of an item that has previously been approved or denied, by City Council vote, during a meeting which occurred within the 30-day period immediately before the date of the proposed agenda.

The written request

- shall include a clear description of the proposed action by the Council (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only,
- shall be of sufficient detail to allow staff to contribute background information on the topic, and
- shall be filed with the City Secretary by 5:00 p.m. of the Thursday eighteen days prior to the Monday night City Council meeting (and a commensurate period for special meetings).

Deviations from the deadlines, or the submission of additional items either past the established deadlines or once the agenda has been posted, should be exceedingly rare and of a clearly significant nature. Under no circumstances will additional items be accepted later than the close of business on the Monday preceding the meeting. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council shall also be delivered to the City Secretary on the same schedule.

The City Secretary will coordinate the placement and content of items on the agenda with the City Manager, who will resolve any conflicts with Mayor and Councilpersons. Agenda items may be removed only by the person(s) who initially placed that item on the agenda.

Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the

City Attorney in a manner timely enough to allow for their review prior to this submittal deadline above.

Section 2. Open Meetings Act Notice. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Act, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 3. Repeal. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

Section 4. Effective Date. This ordinance shall take effect immediately upon its passage and approval.

PASSED AND APPROVED, this 24th day of June 2024.

CITY OF LA PORTE, TEXAS

Rick Helton, Mayor

ATTEST:

APPROVED AS TO FORM:

Lee Woodward, City Secretary

Clark T. Askins, City Attorney