



## NOTICE OF A REGULAR MEETING

Notice is hereby given that a Regular Meeting of the Governing Body of the City of Ranger, Texas, will be held on **Monday, June 24, 2024 at 5:30 p.m.** in City Hall, 400 West Main Street Ranger, Texas. The following subjects will be discussed, to wit:

**Agenda Item 01: Call to Order-** Mayor Robinson

Roll Call/Quorum Check

Invocation of Prayer

Pledge of Allegiance to the United States Flag

Pledge of Allegiance to the Texas Flag

**Agenda Item 02: Citizen's Presentation-**At this time, anyone on the list will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed THREE minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

**Agenda Item 03: Announcements from City Council or Staff-**Comments may be made by council or staff, **BUT NO ACTION TAKEN** on the following topics without specific notice. Those items include: Expressions of Thanks, Congratulations or Condolence; Information on Holiday schedules; Recognition of public officials, employees or citizens other than employees or officials whose status may be affected by the council through action; Reminders of community events or announcements involving an imminent threat to the public health and safety of the people of the municipality.

**Agenda Item 04: Discuss/Consider:** approval of the city council meeting minutes for the Called meeting on June 10, 2024 and the regular meeting on June 10, 2024. – Somer Lee, City Secretary

**Agenda Item 05: Discuss/Consider:** approval for the Mayor to sign for the acquisition of one new Ford Interceptor for the police department, paying for the expense out of the fiscal year budget and police lease account. – Savannah Fortenberry, City Manager

**Agenda Item 06: Discuss/Consider:** Resolution No. 2024-06-24-K: a resolution of the City of Ranger, Texas, authorizing a change on the signature cards on the police accounts at First Financial Bank. - Savannah Fortenberry, City Manager

**Agenda Item 07: Discuss/Consider:** Resolution No. 2024-06-24-L: a resolution of the City of Ranger, Texas, authorizing a change on the signature cards at First Financial Bank with the exception of the police LEOSE and the police special account. - Savannah Fortenberry, City Manager

**Agenda Item 08: Discuss/Consider:** approval to apply for historical marker for the city pool. – Sarah McCleskey

**Agenda Item 09: Discuss/Consider:** approval to paint street signs. - Amiee Baker, Citizen

**Agenda Item 10: Discuss/Consider:** approval to place office building on Quarter Store property. - Mary Dawson, Citizen

**Agenda Item 11: Discuss/Consider:** community room rental fees for an event. – Johnny and Susie Rose, Citizen

**Agenda Item 12: Discuss/Consider:** REDC alignment, appointments/replacement. - Charlie Archer, Commissioner Place 2

**Agenda Item 13: Discuss/Consider** revised rules of procedure for the city council, boards, commissions, and committees. – Terry Robinson, Mayor

**Agenda Item 14:** Convene in Executive Session Pursuant to Texas Government Code Section § 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, or dismissal of a public officer or employee. – Jared Calvert, Commissioner Place 4

- Public Works Director Candidates

**Agenda Item 15: Discuss/Consider:** Reconvene into Open Session and take action from Executive Session – Jared Calvert, Commissioner Place 4

**Agenda Item 16: Discuss/Consider:** Convene into executive session pursuant to Section 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct regarding economic incentives for a company that seeks to locate in the city. – REDC A&B Board

**Agenda Item 17: Discuss/Consider:** Reconvene into open session and take action as determined appropriate regarding economic incentives for a company that seeks to locate in the city. – REDC A&B Board

**Agenda Item 18: Discuss/Consider: Adjournment**

I, the undersigned authority, do hereby certify that the above notice of meeting of the Governing Body of the City of Ranger is a true and correct copy of said notice on the bulletin board at the City Hall of the City of Ranger, a place convenient and readily available to the general public at all times, and notice was posted by 5:30 p.m., June 20, 2024 and remained posted for 72 hours preceding the scheduled time of the meeting.

*Somer Lee*

Somer Lee, City Secretary

The City council reserves the right to convene into Executive Session concerning any of the items listed on this agenda under the authority of the mayor, whenever it is considered necessary and legally justified under the Open Meetings Act.

NOTICE OF ASSISTANCE

Ranger City Hall and Council Chambers are wheelchair accessible and accessible parking spaces are available.

Request for accommodation or interpretive services must be made 48 hours prior to this meeting.

Please contact City Secretary's office at (254) 647-3522 for information or assistance.

This Notice was removed from the outside bulletin board on \_\_\_\_\_ by \_\_\_\_\_.



## CALLED MEETING MINUTES

A Called Meeting of the Governing Body of the City of Ranger, Texas, was held on **Monday, June 10, 2024 at 4:30 p.m.** in City Hall, 400 West Main Street Ranger, Texas. The following subjects were discussed, to wit:

### **COUNCIL MEMBERS AND CITY STAFF PRESENT:**

Honorable Terry Robinson	Mayor
Commissioner Joe Sigler	Place 1
Commissioner Charlie Archer	Place 2
Commissioner Wendy Erwin	Place 3
Commissioner Jared Calvert	Place 4
City Manager Savannah Fortenberry	
City Secretary Somer Lee	

**Agenda Item 01:** Call to Order- Mayor Robinson  
Roll Call/Quorum Check- City Secretary, Somer Lee

**Agenda Item 02:** Citizen's Presentation: None

**Agenda Item 03:** Discuss/Consider: rules of procedure for the city council, boards, commissions, and committees. – Terry Robinson, Mayor

\*Mayor Robinson requested Article 1.1 and Article 2.6 be included in Article 5, Section 12 of the City Charter.

\*Commissioner Erwin recommended Council be changed to Commissioners throughout the Rules of Procedures.

\*Mayor Robinson asks that the wording, *shall step down from the dais and leave the room*, be removed from Article 2.12.

\*Mayor Robinson requests Article 5, Section 11 of the City Charter be added to Article 2.13 of the Rules of Procedures.

\*Mayor Robinson would like to add Article 5, Section 15, of the City Charter to Article 3.3 number one of Rules and Procedures.

\*Commissioner Archer requested Article 3.2 number four be removed.

\*Commissioner Erwin suggested adding steps explaining how the public may sign up to speak on agenda items to Article 3.2 number three.

- \*Commissioner Calvert made a request on Article 3.2 that number nine be inserted between numbers three and four. Mr. Calvert stated this will give council a chance to discuss the agenda item before making a motion.
- \*Council agreed upon Article 3.2 number three to remove, *Ask Clarifying Questions*, and be replaced with *Discuss the Agenda Item*.
- \*Commissioner Calvert suggested to keep number four of Article 3.2 to possibly allow input from the public if they are not signed up to speak, with the exception that it does not get out of hand.
- \*Mayor Robinson suggested the chart in Article 3.8 be amended to say three be the minimum number of votes, which is required by city charter.
- \* Mayor Robinson requests Article 4 second paragraph be removed completely.
- \*Commissioner Calvert requested Article 4.1 should only read, *The Mayor shall call the meeting to order*, and remove the remaining. He also requested 4.10 be removed completely.
- \*Commissioner Erwin suggested Article 7 be titled *Boards* and remove *Commissions*.
- \*Council agreed Article 7.3 be removed and add Ranger Economic Development Corporation, REDC A and REDC B.
- \*Council agreed all wording in Article 7.4 be removed and add *None at this time*.
- \*Commissioner Calvert referred to Article 2.2, he requested the first sentence be removed, *The Council should contact City Employees through the City Manager*. Mr. Calvert stated he believes council should be able to go to city employees to find out how things are operating. Mayor Robinson commented this would be undermining the City Manager. Commissioner Archer stated he fully understands chain of command and he wants to reaffirm the chain of command with the city employees, but the wording of the first sentence makes the council seem unapproachable.
- \*Commissioner Calvert referred to Article 2.9, Executive Sessions, he stated he dislikes the wording, *The presiding office shall also announce that council members entering executive session must leave any electronic or recording device in their possession, in council chambers*, and believes the whole sentence should be removed. Mr. Calvert commented he is not going to go into executive session with out his phone and that is considered a recording device.
- \*Commissioner Calvert will provide exact terminology for the council to always let the public know what they are voting on in executive session if legal. He believes the citizens should be aware.

**Agenda Item 04: Discuss/Consider: Adjournment- 5:26 PM**

- \*Motion made by Commissioner Archer to adjourn and Commissioner Sigler 2<sup>nd</sup> the motion. **All Ayes; Motion Passed.**

*These minutes were approved on the 24th day of June, 2024.*

**CITY OF RANGER, TEXAS**

**ATTEST:**

\_\_\_\_\_  
**Somer Lee, City Secretary**

\_\_\_\_\_  
**Terry Robinson, Mayor**



## REGULAR MEETING MINUTES

A Regular Meeting of the Governing Body of the City of Ranger, Texas, was held on **Monday, June 10, 2024 at 5:30 p.m.** in City Hall, 400 West Main Street Ranger, Texas. The following subjects were discussed, to wit:

### **COUNCIL MEMBERS AND CITY STAFF PRESENT:**

Honorable Terry Robinson	Mayor
Commissioner Joe Sigler	Place 1
Commissioner Charlie Archer	Place 2
Commissioner Wendy Erwin	Place 3
Commissioner Jared Calvert	Place 4
City Manager Savannah Fortenberry	
City Secretary Somer Lee	

**Agenda Item 01: Call to Order-** Mayor Robinson  
**Roll Call/Quorum Check-** City Secretary, Somer Lee  
**Invocation of Prayer-** Mayor Robinson  
**Pledge of Allegiance to United States Flag-** Mayor Robinson  
**Pledge of Allegiance to Texas Flag-** Mayor Robinson

**Agenda Item 02: Citizen's Presentation:** 1. Joseph Morales stated he has poor water pressure at his business and believes that it is due to his meter being too far from his building.

**Agenda Item 03: Announcements from City Council or Staff-** 1. City Manager, Savannah Fortenberry, announced that the city is still in stage 2 drought restriction and encourages citizens to conserve water as much as possible. She also informed that the next city-wide bulk pick-up will be on June 17, 2024. Ms. Fortenberry also stated the closing of city hall on June 19, 2024, in observance of Juneteenth. 2. Commissioner Sigler announced there is a new Indian Café and Mexican Restaurant opening soon in the city.

**Agenda Item 04: Discuss/Consider:** approval of the city council meeting minutes for the regular meeting on May 28, 2024.

\*Motion made by Commissioner Sigler to approve the minutes for the regular meeting on May 28, 2024, and 2<sup>nd</sup> by Commissioner Erwin. **All Ayes and Motion Passed**

**Agenda Item 05: Discuss/Consider:** U.S. Small Business Administration Office of Disaster Recovery and Resilience Presentation regarding the current presidential disaster declaration. – Sharon Dooley, SBA

\*Sharon Dooley with SBA provided information regarding the current presidential disaster declaration on applying for assistance if affected. **No Action Taken.**

**Agenda Item 06: Discuss/Consider:** approval to close Rusk Street and Walnut Street, October 17, 2024, for a street dance. – Aimee Baker

\*Motion made by Commissioner Calvert to close Rusk Street to Walnut Street to Commerce Street, October 17, 2024, for a street dance and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed.**

**Agenda Item 07: Discuss/Consider:** approval for free use of the community center two nights per month. – Aimee Baker

\*Aimee Baker, requested the use of the community room free of charge, two nights per month for games and music for any and all citizens of the community.

\*Mayor Robinson mentioned the concern of causing a possible precedence with allowing the use of the community room free of charge.

\*Commissioner Erwin made the offer to pay the fee for one night for the use of the community room and Commissioner Calvert also agreed to pay the fee for one night in agreement that Aimee be responsible for paying the deposit.

\*Motion made by Commissioner Calvert to allow Aimee Baker to use the community center for the game night, one night a month initially for two months on Friday nights and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed**

**Agenda Item 08: Discuss/Consider:** setting a budget workshop meeting for June 24th at 4:30 – Savannah Fortenberry, City Manager

\*Motion made by Commissioner Calvert to approve a budget workshop for June 24, 2024 at 4:30, and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed.**

**Agenda Item 09: Discuss/Consider:** reschedule the free clean-up day located at the City's Collection Station for RESIDENTIAL customers with rules applying. – Savannah Fortenberry, City Manager

\*Commissioner Calvert made a motion to reschedule the free clean-up day for June 29, 2024, and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed.**

**Agenda Item 10:** Convene in Executive Session at **6:08 p.m.** Pursuant to Texas Government Code Section § 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, or dismissal of a public officer or employee. – Jared Calvert, Commissioner Place 4

- Public Works Director

**Agenda Item 11: Discuss/Consider:** Reconvene into Open Session at **7:47 p.m.** and take action from Executive Session – Jared Calvert, Commissioner Place 4

\*Commissioner Calvert made a motion to take no action at this time and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed**

**Agenda Item 12: Discuss/Consider:** Convene into executive session at **6:08 p.m.** pursuant to Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding personnel complaints

**Agenda Item 13: Discuss/Consider:** Reconvene into open session at **7:47 p.m.** to take action as determined appropriate by the City Council regarding personnel complaints. – Terry Robinson, Mayor

\*Commissioner Archer made a motion to obtain a 3<sup>rd</sup> party for the investigation of the alleged complaints and 2<sup>nd</sup> by Commissioner Erwin. **All Ayes and Motion Passed.**

**Agenda Item 14: Discuss/Consider:** Convene into executive session at **6:08 p.m.** pursuant to Section 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct regarding economic incentives for a company that seeks to locate in the city. – REDC A&B Board

**Agenda Item 15: Discuss/Consider:** Reconvene into open session at **7:47 p.m.** and take action as determined appropriate regarding economic incentives for a company that seeks to locate in the city. – REDC A&B Board

\*Commissioner Sigler made a motion to take no action and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed.**

**Agenda Item 16: Discuss/Consider: Consent Items; the Approval of Monthly Department Reports:**

- |   |   |
|---|---|
| • <b>Finance Report-</b>                            | • <b>Fire/EMS Report-</b> Chief Darrel Fox              |
| • <b>Library Report-</b> Librarian Diana McCullough | • <b>Police Department-</b> Chief Moran                 |
| • <b>REDC 4A Report-</b> Marla Tovar, President     | • <b>Animal Control/Code Enforcement-</b> Trace Douglas |
| • <b>REDC 4B Report-</b> Marla Tovar, President     | • <b>Public Works Report-</b>                           |
| • <b>Municipal Court Report-</b> Judge Tammy Archer |   |

\*Commissioner Calvert requested the REDC report to include the vendor expenses each month.

\*Motion made by Commissioner Calvert to approve the monthly department reports and 2<sup>nd</sup> by Commissioner Archer. **All Ayes and Motion Passed.**

**Agenda Item 17: Discuss/Consider: Adjournment- 8:02 p.m.**

\*Motion made by Commissioner Calvert to adjourn and 2<sup>nd</sup> by Commissioner Archer.  
**All Aye and Motion Passed.**

*These minutes were approved on the 24th day of June, 2024.*

ATTEST:

CITY OF RANGER, TEXAS

\_\_\_\_\_  
Sommer Lee, City Secretary

\_\_\_\_\_  
Terry Robinson, Mayor

DRAFT



**Resolution No. 2024-06-24-K**

**A RESOLUTION OF THE CITY OF RANGER, TEXAS,  
AUTHORIZING A CHANGE ON THE SIGNATURE CARDS AT  
FIRST FINANCIAL BANK.**

**WHEREAS:** the City of Ranger has had a change in the position of Director of Finance;  
and

**WHEREAS:** the City of Ranger has multiple accounts and a safe deposit box at First  
Financial Bank; and

**WHEREAS:** the City of Ranger must maintain current signature cards and require two  
signatures to draw on each account at First Financial Bank,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE  
CITY OF RANGER**

Section 1. That new signature cards are to be issued on all checking (with the exception  
of Leose Account No. 33010133215 and Ranger Police Department Account No.  
33110001386) and savings accounts and have access to safe deposit box with the  
following signatures authorized:

Mayor Terry Robinson  
Mayor Pro Tem Charlie Archer  
City Manager Savannah Fortenberry

**PASSED AND APPROVED** this 24<sup>th</sup> day of June, 2024.

Attest:

**CITY OF RANGER**

\_\_\_\_\_  
Sommer Lee, City Secretary

\_\_\_\_\_  
Terry Robinson, Mayor

**Resolution No. 2024-06-24-L**

**A RESOLUTION OF THE CITY OF RANGER, TEXAS,  
AUTHORIZING A CHANGE ON THE SIGNATURE CARDS ON  
THE POLICE ACCOUNTS AT FIRST FINANCIAL BANK.**

**WHEREAS** the City of Ranger has multiple accounts and a safe deposit box at First Financial Bank;  
and

**WHEREAS** the City of Ranger has a need to change the position of Director of Finance on the City of Ranger LEOSE Account No. 33010133215 and City of Ranger Police Department Special Account No. 33110001386;  
and

**WHEREAS** the City of Ranger must maintain current signature cards and require two signatures to draw on each account at First Financial Bank,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF RANGER**

Section 1. That a new signature card be issued on these two accounts with the following signatures authorized:

Mayor Terry Robinson  
Mayor Pro Tem Charlie Archer  
City Manager Savannah Fortenberry  
Chief of Police Joel Moran

**PASSED AND APPROVED** this 24<sup>th</sup> day of June, 2024.

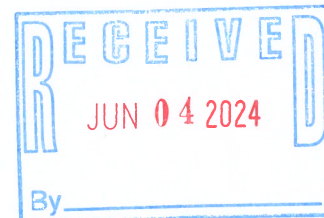
Attest:

**CITY OF RANGER**

\_\_\_\_\_  
Sommer Lee, City Secretary

\_\_\_\_\_  
Terry Robinson, Mayor





400 West Main St  
(254) 647-3522 Phone

Ranger, TX 76470  
(254) 647-1407 Fax

Terry Robinson - Mayor  
Savannah Fortenberry - City Manager  
Sommer Lee - City Secretary

### City Council Meeting Agenda Item Request and Information Sheet

The deadline for submitting an agenda item request and supporting documentation for Council Member Agenda Packets is the Friday by 5PM six (6) business days prior to the 72-Hour Posting of the City Council meeting. Requests received after that time will be scheduled for the following meeting. Please print or type all information. It is the Requestors responsibility to provide all necessary documents.

Requestor: Willow Park Pool Group Phone: 254-631-3487

Date Submitted: June 4, 2024 Time Submitted: 8:40 AM

Meeting Date: June 10, 2024

Agenda Item Title: Request permission from city to apply for historical marker for city pool. Sarah McCleskey will be speaking on how this can help get financial help.

Description: Historical marker to help get financial grants and recognition for Willow Park Pool. Will also allow the city and pool group to consult with historical building engineers

Recommended Action: Asking the city to approve applying for the type marker Sarah McCleskey thinks will help the most to get the pool going

CITIZEN SIGNATURE Rory Rodger

Attach any supporting documents for Council Member Agenda packets.

**National Register of Historic Places**  
**v.**  
**Recorded Texas Historic Landmark (RTHL)**

National Register of Historic Places

- Buildings and structures 50 years or older
- Several different criteria, pick which apply (historic association, architectural, associated with significant time period, etc.). Property must be in historic location. No major changes to exterior.
- Property owner consent required for individual listing, not necessarily for districts
- No restrictions over property or building/structure
- No protection over the property
- Not required to purchase or display a plaque
- No cost associated with nomination unless you purchase a plaque
- Property would qualify for financial incentives (grants, tax incentives, etc.)

<https://thc.texas.gov/preserve/designate-historic-properties/national-register-historic-places>

THC Staff Contact: Greg Smith, 512-463-6013, [nr@thc.texas.gov](mailto:nr@thc.texas.gov)

Recorded Texas Historic Landmark (RTHL)

- Buildings or structures 50 years or older
- Historic and architectural significance. Property must be in historic location. No major changes to exterior.
- Property owner consent required
- Restrictions are in place regarding changes to the exterior of the building/structure
- Protection over the property
- Required to purchase and display a marker
- \$100 application fee + cost of marker (\$900-\$2,000)
- Property would qualify for financial incentives (grants, tax incentives, etc.)

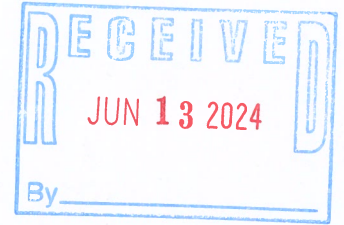
<https://thc.texas.gov/preserve/designate-historic-properties/recorded-texas-historic-landmarks>

THC Staff Contact: Alicia Costello, 512-463-4149, [markers@thc.texas.gov](mailto:markers@thc.texas.gov)

Eastland County Historical Commission

Terry Simmons, Chair, [eastlandchc@gmail.com](mailto:eastlandchc@gmail.com)

Sarah McCleskey, Marker Chair, [sarah.mccleskey@yahoo.com](mailto:sarah.mccleskey@yahoo.com), 512-665-1674



400 West Main St  
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Ranger, TX 76470  
(254) 647-1407 Fax

Terry Robinson - Mayor  
Savannah Fortenberry - City Manager  
Sommer Lee - City Secretary

### City Council Meeting Agenda Item Request and Information Sheet

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Requestor: Amiee Baker Phone: 817-682-7729

Date Submitted: \_\_\_\_\_ Time Submitted: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Agenda Item Title: Street Sign + Stop Sign

Description: Angela Deacon + I would like to Freshen up + Paint the signs Please see attached

Recommended Action: have city buy materials have city employees uninstall + re-install Please see attached

CITIZEN SIGNATURE Amiee Baker  
Attach any supporting documents for Council Member Agenda packets.

Council Members,

Angela Deacon and I would like to refurbish, and replace the street signs around town. As you know many signs are faded and missing and we believe it would help give the town a little facelift by refurbishing and replacing the signs around town.

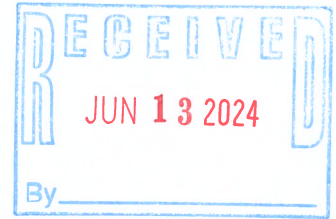
We ask for the city to furnish paint, stencils and extra signs and have the employees take down the signs and Angela and I will paint them and the employees can put them back up.

Obviously we will need to work in sections – maybe starting with signs off of main street or the loop first- but however you see fit is fine. We just want to help freshen the town up and make it easier for people to find addresses and take away any excuse for people not stopping when they are supposed to.

Thanks for your consideration

Amiee Baker

Angela Deacon



400 West Main St  
(254) 647-3522 Phone

Ranger, TX 76470  
(254) 647-1407 Fax

Terry Robinson - Mayor  
Savannah Fortenberry - City Manager  
Sommer Lee - City Secretary

### City Council Meeting Agenda Item Request and Information Sheet

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Requestor: Mary Dawson Phone: 254-433-2575  
Date Submitted: 6-13-24 Time Submitted: 3pm  
Meeting Date: 6-24-24

Agenda Item Title: Ranger Community Quarter Store  
Office Building

Description: requesting an office building to be  
allowed on the property housing the Quarter  
Store. This property belongs to the city. We would  
like to request ownership of the building remain ours.

Recommended Action: Approval if possible. Location  
is flexible on the property. Would use  
minimal electricity

CITIZEN SIGNATURE Mary Dawson  
Attach any supporting documents for Council Member Agenda packets.





400 West Main St  
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Ranger, TX 76470  
(254) 647-1407 Fax

Terry Robinson - Mayor  
Savannah Fortenberry - City Manager  
Sommer Lee - City Secretary

### City Council Meeting Agenda Item Request and Information Sheet

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Requestor: Johnny Rose Phone: 817-243-0878

Date Submitted: 5-28-24 Time Submitted: 5:30

Meeting Date: JUNE 10-24

Agenda Item Title: ABOUT THE COMMUNITY CENTER

Description: WANTING THE DUES DROP OR CITIZEN TO HAVE A EVENT FOR THE TOWN

Recommended Action: WANT TO TALK

CITIZEN SIGNATURE [Signature]  
Attach any supporting documents for Council Member Agenda packets.

Rules of Procedure for the City  
~~Council~~Commission and the Boards,  
Commissions and Committees of the City  
of Ranger, Texas

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## ARTICLE 1. AUTHORITY, APPLICABILITY AND AMENDMENT

### 1.1 Authority.

The City Charter of the City of Ranger, Texas grants the City ~~Commission~~~~Council~~ the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

(City Charter Art. V, Sec. 12)

### 1.2 Applicability.

The rules of procedure adopted by the City ~~Council~~~~Commission~~ are applicable not only to the City ~~Council~~~~Commission~~, but shall apply to all other boards, commissions, and committees of the City of Ranger.

### 1.3 Amendment.

These rules may be amended or new rules adopted, by a majority vote of the members of the City ~~Council~~~~Commission~~ present.

## 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~~~~Commission~~, 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 Ranger, Texas; (5) these rules; and, (6) Robert's Rules as amended and set forth herein.

### 2.2 ~~Council~~~~Commission~~/Staff Relationships and Communications.

~~The Council should contact City employees through the City Manager.~~ ~~Council~~~~Commission~~ Members should refrain from giving orders or direction to any subordinate of the City Manager, either publicly or privately. Work assignments and policy direction should come from the elected body as a whole and not from individual members.

### 2.3 Meetings Shall Be Public.

All meetings of the City ~~Council~~~~Commission~~ shall be public, except such executive sessions in accordance with law, and notices thereof shall be posted as provided under the Texas Government Code, Chapter 551, Open Meetings Act. Except in the case of an emergency meeting, notice of all meetings shall be given a minimum of ~~72-96~~ hours before the time set for any meeting.

The Ranger 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 254.647.3522.

#### 2.4 Conduct of Meetings.

Meetings of the City [Council/Commission](#) shall be conducted according to the rules adopted by the City [Council/Commission](#), as well as the terms and provisions of Robert's Rules of Order as amended herein and when not inconsistent with these rules.

#### 2.5 Regular Meetings.

Regular meetings of the City [Council/Commission](#) shall be on the second and fourth Monday of each month at 5:30

PM. The [Council/Commission](#) may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

#### 2.6 Special/Town Hall Meetings.

Special meetings of the City [Council/Commission](#) may be called, upon the request of the Mayor or City Manager a request for a special meeting shall be filed with the City Manager in written/electronic format unless made at a regular meeting at which a quorum of [Council/Commission](#) Members are present. The City Manager and all [Council/Commission](#) Members shall be notified of all special meetings. (City Charter [Art. V, Sec. 12Sec. 3-08](#))

#### 2.7 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 two (2) hours before the meeting is convened. Notice shall be provided also to the media in accordance with the Texas Government Code, Section 551.047.

#### 2.8 Work Sessions.

Work Sessions are called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City [Council/Commission](#).

#### 2.9 Executive Sessions.

Executive Sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. 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~~Commission can retire into an Executive Session as stated on a posted agenda during a regular or special meeting, if a motion is duly made and seconded and affirmed by a majority of the ~~Council~~Commission. However, before said session begins, the presiding officer shall announce that the Executive Session is commencing. ~~The presiding officer shall also announce that council members entering executive session must leave any electronic or recording device in their possession, in council chambers.~~ The order in which an Executive Session may appear on the agenda is subject to the discretion of the City ~~Council~~Commission. A certified agenda of the meeting must be certified by the presiding officer or his or her designee, as a true and correct record of the meeting, and must be sealed and permanently kept by the City Secretary, subject to opening by Court order or as may otherwise be permitted by applicable law. The certified agenda shall be the only record made and maintained of the executive session proceedings. No voting or action shall be taken by the City ~~Council~~Commission during an Executive Session. No other subject but that posted on the agenda is to be considered. Adjournment of the Executive Session and any vote needed shall be made during the open public meeting.

**Commented [CM1]:** Commissioner Calvert to provide wording regarding executive session motions.  
-Did not receive wording from Commissioner Calvert

Any person, including a member of the City ~~Council~~Commission, who, without lawful authority, knowingly discloses to a member of the public the certified agenda for a meeting that was lawfully closed to the public under the Open Meetings Act may be held liable for: (a) actual damages; (b) reasonable attorney fees and court costs; and (c) exemplary or punitive damages. An offense is a Class B misdemeanor. The City ~~Council~~Commission will make and keep a certified agenda of each closed executive session, except for an executive session held by the governmental body to consult with attorney in accordance with section 551.071 of the Texas Government Code. The presiding officer must certify that the agenda is a true and correct record of the executive session. The certified agenda must include (1) a statement of the subject matter of each deliberation; (2) a record of any further action taken; and (3) an announcement by the presiding officer at the beginning and the end of the closed meeting indicating the time and date. The presiding officer will certify all agendas in accordance with Texas Local Government Code, Section 551.103:

"Sec. 551.103 CERTIFIED AGENDA OR RECORDING REQUIRED.

(a) A governmental body shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for a private consultation permitted under Section 551.071.

(b) The presiding officer shall certify that an agenda kept under Subsection (a) is a true and correct record of the proceedings.

(c) The certified agenda must include:

- (1) a statement of the subject matter of each deliberation
- (2) a record of any further action taken; and
- (3) an announcement by the presiding officer at the beginning and the end of the meeting indicating the date and time.

(d) A recording made under Subsection (a) must include announcements by the presiding officer at the beginning and the end of the meeting indicating the date and time."

## 2.10 Recessed Meetings.

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion duly passed.

### 2.11 Quorum.

The Open Meetings Act defines a "quorum" as a majority of the governing body unless otherwise defined by applicable law, rule or charter. A quorum of a governmental body's members must be present in order for the governmental body to exercise the authority delegated to it. A quorum of any governmental body must be present to convene an open meeting of that body under the Act. This requirement applies even if the governmental body plans to go into an executive session immediately after convening. (Charter - Art V Section 14)

### 2.12 Conflict of Interest.

A ~~Council Member~~Commissioner prevented from voting by a conflict of interest shall file a conflict-of-interest questionnaire with the City Secretary as soon as possible after the posting of an agenda which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed.

A ~~Council Member~~Commissioner prevented from voting by a conflict of interest ~~shall step down from the dais and leave the room,~~ shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the ~~Council~~Commissioner's deliberation of the matter in any way, shall not attend Executive Sessions regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

Also, Section 176.003 of the Local Government Code requires certain local government officers to file a Conflicts Disclosure Statement. A "local government officer" is defined as a member of the governing body of a local government entity, a director, superintendent, administrator, president, or other person designated as the executive director of the local government entity; or an employee of a local government entity with respect to whom the local government has, in accordance with Section 176.005, extended the requirements of Section 176.003 and 176.004. The CIS form is required to be filled with the City Secretary no later 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement. Additionally, a local government officer is required to file an "Affidavit Providing Notice of Potential Conflict of Interest" should the office have a "substantial interest" in a business or property, as defined in Chapter 171 of the Local Government Code, if the ~~Council~~Commissioner is contemplating taking action that may have a special economic effect on the business property. That affidavit must be filed if you or a person related to you in the first degree by consanguinity (blood) or affinity (marriage) has the interest. Please contact the City Secretary for a form prior to the meeting for which you need to file an affidavit.

### 2.13 Presiding Officer.

The Mayor shall serve as the presiding officer for all meetings of the City ~~Council~~Commissioner. In the absence of the Mayor, the Mayor Pro Tem shall serve as the presiding officer. In the absence of the Mayor

Pro Tem, the City Secretary shall call the meeting to order if a quorum of the ~~Council~~Commission is present and the first order of business shall be for ~~Council~~Commission to elect by majority vote, a temporary presiding officer from the members then seated and in attendance. The temporary presiding officer shall serve in such capacity until the meeting is adjourned.

The Presiding Officer shall serve as the chair of all meetings and shall make final rulings on all questions pertaining to these rules. All decisions of the Presiding Officer are final unless overruled by the City ~~Council~~Commission through a Motion to Appeal.

The Presiding Officer is entitled to participate in the discussion and debate, and is entitled to vote on all business before the City ~~Council~~Commission. ~~(City Charter Art. V, Sec. 11)~~ The Presiding Officer of boards ~~and commissions~~ shall be the person selected by the board ~~or commission~~ as the chair, co-chair, or vice chair. If these persons are not in attendance, the board ~~or commission~~ shall choose a temporary presiding officer from among the members in attendance.

#### **2.14 Minutes of Meetings.**

The City Secretary shall keep an account of all proceedings of the City ~~Council~~Commission and they shall be open to public inspection in accordance with the laws of the State of Texas.

#### **2.15 Suspension and Amendment of Rules.**

Any provisions of these rules not governed by federal or state law or the City Charter may be temporarily suspended by a two-thirds super majority vote of the City ~~Council~~Commission and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the City ~~Council~~Commission and shall have received preliminary approval of the City ~~Council~~Commission at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminarily approve the amendment.

### **ARTICLE 3. PARLIAMENTARY PROCEDURE**

#### **3.1 Purpose.**

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings. Simple rules lead to a wider understanding and participation. Complex rules create two classes: (1) those who understand the rules, and (2) those who do not fully understand and do not fully participate. The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the City ~~Council~~Commission. In a democracy, the majority opinion carries the day. These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

#### **3.2 Model Format for an Agenda Item Discussion.**

The following ten steps may be used as a model or guidebook by the presiding officer. The meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be handled by the presiding officer (Mayor) in the following basic format:

1. *Announce the Item.* The Mayor should clearly announce the agenda item number and should clearly state what the subject matter of the agenda item is by reading the caption for the item being considered.
2. *Receive a Report.* The Mayor should invite the appropriate people to report on the item, including any recommendation they might have.
3. *Ask Clarifying Questions/Discuss Agenda Item.* The Mayor should ask the Council Members Commissioners if they have any ~~technical~~ questions for clarification/discussion. At this point, members of the City Council/Commission may ask discuss and clarifying questions to the people who reported on the item, and they should be given time to respond.
4. *Seek Audience Input.* The Mayor should invite audience comments – or if a public hearing, open the public hearing after a motion, a second and a vote. The Mayor will address speakers at this time that have signed up to speak on a posted agenda item. Speakers wishing to speak on a posted agenda item must sign up to speak 2 hours prior to the posted agenda meeting time. Speakers can sign up by calling the City Secretary's Office or by signing up in person at the City Secretary's Office. Upon conclusion, the Mayor should announce that public input is closed, or if in a public hearing, request a motion to close the hearing.
5. *Motion First.* The Mayor should invite a motion from the City Council/Commission before debate is given on the merits of the item. The Mayor should announce the name of the member who makes the motion.
6. *Motion Second.* The Mayor should determine if any member of the City Council/Commission wishes to second the motion. The Mayor should announce the name of the member who seconds the motion. If no member of the City Council/Commission wishes to second the motion, then the motion fails, and should be so stated by the Mayor.
7. *Repeat Motion.* If the motion is made and seconded, the Mayor should make certain that everyone (including the audience) understands the motion. This is done in three ways:
  - a. The Mayor can ask the maker of the motion to repeat it;
  - b. The Mayor can repeat the motion; or
  - c. The Mayor can ask the City Secretary to repeat the motion.
8. *Ordinance Caption Read.* When a motion on an ordinance has been made and seconded, the City Secretary shall read the caption of the ordinance.
9. *Discuss the Motion.* The Mayor should now invite the members of the City Council/Commission to discuss the motion. If there is no desired discussion, the Mayor may call for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
10. *Vote.* The Mayor calls for the vote. Unless a super-majority is required for passage of the motion, a simple majority vote determines whether the motion passes or fails. Unless a member of the Council/Commission seeks recusal from voting on any question where the vote would

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constitute a conflict of interest, all members of the CouncilCommission, including the Mayor, shall vote upon every question, ordinance or resolution (Yea, Nea or Abstain). Any CouncilCommission Member refusing to vote unless so excused shall be entered upon the minutes as voting in the affirmative. Action items require a vote.

11. *Announce the Outcome.* The Mayor announces the results of the vote and should also state what action (if any) the CouncilCommission has taken. The Mayor should announce the name of any member who voted in the minority on the motion.

### 3.3 Types of CouncilCommission Actions

The CouncilCommission adopts standing policy for the City primarily in three forms: (1) Ordinances; (2) Resolutions; and (3) Voted Council Actions.

1. *Ordinances*

An ordinance adopted by the CouncilCommission is a law of the City that may be enforced through the court system. The City Manager or any member of the CouncilCommission may offer an ordinance for consideration by the CouncilCommission. Copies of proposed ordinances are furnished to members of the CouncilCommission in their agenda packets. Copies of proposed ordinances are made available at City offices and will be furnished to residents upon request to the City Secretary. (City Charter Art. V, Sec. 15)

2. *Resolutions*

Resolutions do not have the force of law. A resolution is adopted to state a policy or to define in writing the intent of the CouncilCommission when a law is not necessary. Examples would include a resolution to define the scope and purpose of a CouncilCommission committee, or a resolution to define the CouncilCommission's policy on an issue. Resolutions are also used to document CouncilCommission actions for reference. A list of resolutions is also maintained by the City Secretary.

3. *CouncilCommission Actions*

In addition to ordinances and resolutions, CouncilCommission policy may also be set by CouncilCommission action. Those actions are documented in the minutes of the meeting. CouncilCommission policy is also supplemented by administrative orders issued by the City Manager and other duly authorized officers of the City, such as clarifications to the personnel manual, or general orders of the police department. All administrative orders must be in conformance with any policies set by the CouncilCommission.

### 3.4 The Basic Motions.

The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move approval of the Ordinance as submitted," or "I make a motion that we deny the Resolution."

### 3.5 The Motion to Amend.

If a member wants to change a basic motion, he or she would have to move to amend the original or previously amended motion. A motion to amend might be: "I move that we amend the motion to include the changes we discussed to the Ordinance." A motion to amend seeks to retain the basic motion on the floor (a motion made and seconded), but to modify it in some way. A motion to amend requires the

agreement of the person making the basic motion. If the basic motion has already been seconded, the motion to amend must be acknowledged and accepted by the member who seconded the basic motion.

### 3.6 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~~Commission. Discussion and debate can continue as long as the members wish to discuss it, or until the Mayor decides that it is time to move on or a ~~Council Member~~Commissioner make a motion to limit debate.

### 3.7 Other Motions.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the ~~Council~~Commission to move on. The following motions are NOT debatable, and the Mayor must immediately call a vote on the motion, if seconded by another member.

- *Motion to Adjourn.* This motion, if passed, requires the ~~Council~~Commission to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- *Motion to Recess.* This motion, if passed, requires the ~~Council~~Commission to immediately take a recess.

Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.

- *Motion to Fix the Time to Adjourn.* This motion, if passed, requires the ~~Council~~Commission to adjourn the meeting at the specific time set in the motion. For example, "I move we adjourn this meeting at Midnight." It requires a simple majority vote.
- *Motion to Table.* This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following ~~Council~~Commission meeting.
- *Motion to Remove from Table.* This motion, if passed, allows the ~~Council~~Commission to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the ~~Council~~Commission can take action on an item that was tabled. It requires a simple majority vote.

### 3.8 Motions Requiring a Two-Thirds or Supermajority Vote to Pass.

Normally a super majority vote requires a larger number of affirmative votes than a simple majority. For purposes of these rules, and where applicable state law does not dictate a contrary result, a super majority vote shall require a minimum of five votes for a two-thirds majority vote. The number of affirmative votes required for a super majority is not reduced by the sickness or absence of one or more ~~Council Members~~Commissioner. In circumstances where the number of ~~Council Members~~Commissioner available to vote on a particular matter is reduced by death, resignation or legal disqualification of one or more of said Members, the total number of Members voting shall be reduced by a like number and the number of affirmative votes required for adoption re-calculated accordingly. The following table provides an example of the calculation for a super majority vote in

instances where the number of Council Members Commissioner is reduced by death, resignation or legal disqualification:

Number of <u>Council Members</u> <u>Commissioners</u> After Reducing by Death, Resignation, etc.	Minimum Number of Votes For Two-Thirds Super Majority
57	53
6	4
5	4
4	3

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- *Motion to Limit Debate.* This motion is sometimes referred to as, “moving the question” or, “calling the question.” When a member of the CouncilCommission makes such a motion, the member is saying, “I have had enough discussion, let’s vote on the issue.” When such a motion is made, the Mayor should ask for a second, stop the discussion and vote on the motion to limit debate. The motion requires a two-thirds super majority vote to pass.
- *Motion to Object to the Consideration of an Item.* This motion, if passed, precludes the City CouncilCommission from even considering the item on the agenda. It does not preclude the item from appearing on a future agenda. The motion requires two-thirds, or super majority vote to pass. (Normally, this motion is unnecessary, because the objectionable item can be defeated outright or tabled.)
- *Motion to Suspend the Rules.* This motion is not debatable, and requires a two-thirds or super majority vote to pass. This motion allows the CouncilCommission to suspend its own rules for a particular purpose. For example, the CouncilCommission may desire to give a particular speaker more time than normally allowed. A “motion to suspend the rules and give the speaker ten additional minutes,” accomplishes this desire.

### 3.9 Motion to Reconsider.

There is a special motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As such, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a simple majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

The first issue involves timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting (if properly noticed and on the posted agenda). A motion to reconsider made at a later time is considered untimely and it may not be considered unless the CouncilCommission suspends the rules to consider it.

Secondly, the motion to reconsider can only be made by a member of the Council Commission who voted in the majority on the original motion. The motion to reconsider may be seconded by any member of the City Council Commission regardless of how they voted on the original motion. If a member of the Council Commission who voted in the minority on the original motion seeks to make a motion to reconsider, it MUST be ruled out of order by the Mayor. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.

If a motion to reconsider passes, then the original matter is back before the Council Commission, and a new original motion is in order. The matter may be discussed as if it were on the floor for the first time.

### 3.10 Courtesy, Decorum and Order.

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and the members of the City Council Commission) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings:

1. *Request to Speak.* Before a Council Member Commissioner, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments must be kept relevant to the subject before the Council Commission. The Mayor shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council Commission during the meeting. Audience members who wish to speak during an agenda must first complete a Citizen Comment Request Form and submit it to the City Secretary. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, irrelevant, impertinent, redundant, or slanderous.
2. *Order.* If a person fails to request to speak before speaking, the Mayor shall rule them Out of Order and remind them that they do not have the floor. While the Council Commission is in session, all Council Members Commissioner must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the City Council Commission should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a Motion to Recess.
3. *Improper References Prohibited.* Every person desiring to speak shall address the entire Council Commission and shall not single out a member of the Council Commission, the audience or a staff member. Speakers shall confine themselves to the question under debate, avoiding all personal attacks and indecorous language.



4. *Interruptions.* A Council Member Commissioner, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or other such interruption expressed below. If the Council Member Commissioner, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if the Council Member Commissioner is found to be in order, he or she shall be permitted to proceed speaking. Allowable interruptions or, points of order are as follows:
- a. *Point of Privilege.* The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council Members Commissioners ability to hear.
  - b. *Point of Order.* The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.
  - c. *Motion to Appeal.* If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
  - d. *Call for orders of the day.* This is simply another way of saying, "let's return to the agenda." If a Council Member Commissioner believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
  - e. *Withdraw a Motion.* During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council Members Commissioners are free to make the same motion or another motion.

### 3.11 Enforcement of Rules and Procedures.

The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Mayor under his or her own action, or upon a Motion to Enforce by any Council Member Commissioner:

1. *Warning.* The Mayor may order any person (Council Member Commissioner, staff member or audience member) in violation of these rules to be silent.
2. *Removal.* If, after receiving a warning from the Mayor, the person continues to disturb the meeting or breach the peace and good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may order the Sergeant-at-Arms to remove the person.

3. *Sergeant-at-Arms.* The Sergeant-at-Arms shall be the highest ranking police officer in attendance at the CouncilCommission Meeting, or such other officer designated by the Chief of Police for that purpose. Upon instruction of the Mayor, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the City CouncilCommission. A violation of these rules may be deemed an attempt to disrupt, obstruct, and/or interfere with a lawful meeting and subject the violator to prosecution under state law for disrupting a lawful meeting. (Section 42.05, Texas Penal Code)
4. *Resisting Removal.* Any person who resists removal by the Sergeant-at-Arms may be charged with violating Section 42.05 of the Texas Penal Code.
5. *Motion to Enforce.* Any CouncilMember Commissioner may move to require the Mayor to enforce these rules  
and the affirmative vote of a simple majority of the CouncilCommission shall require the Mayor to do so. A  
motion to enforce is an allowable interruption and is not debatable.

### **3.12 CouncilCommission May Discipline its Own Members.**

In the event a CouncilMember Commissioner violates the Charter, these rules or any ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of Ranger, the City CouncilCommission on a two-thirds supermajority vote may discipline the offending member.

Such action may only take place after an Executive Session is held to discuss the offense. The offending member shall be present at the Executive Session to answer any questions asked by members of the City CouncilCommission or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the Executive Session, the remaining members of the City CouncilCommission may proceed in his or her absence.

The outcome of the Executive Session may be as follows and shall be made publicly in Open Session in accordance with the Texas Open Meetings Act:

1. *No Action.* The City CouncilCommission chooses to take no action.
2. *Private Censure.* The City CouncilCommission may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the Executive Session.
3. *Public Censure.* The City CouncilCommission may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

## **ARTICLE 4. AGENDA ORDER**

The City Secretary shall prepare an agenda and cause the same to be posted a minimum of 96 hours prior to the meeting. Agendas shall be delivered to the City CouncilCommission, in the format requested by each CouncilMember Commissioner, on or before 5:30 PM of the day of the posting, or within such other times as established by the City CouncilCommission from time to time. In the event of an emergency meeting of the City CouncilCommission, this provision shall be suspended when not inconsistent with the provisions of federal or state law or the City Charter.

~~Council Members may request an item to be included on a future agenda. For an item to be included, requests must be made by at least two members of Council and submitted to the City Manager's Office at City Hall by 12:00 noon on the seventh (7th) calendar day preceding the date of the regular meeting.~~

#### 4.1 Call to Order.

The Mayor shall call the meeting to order, ~~at which time council members shall cease use of a mobile device until the completion of the meeting.~~

#### 4.2 Invocation/Pledge of Allegiance

All meetings of the City ~~Council~~Commission shall begin with an invocation and the Pledge of Allegiance to the United States flag.

#### 4.3 Presentations and Proclamations.

The Mayor shall make any presentation or deliver any proclamation as may be required from time to time. Outside entities and organizations granted permission to make a presentation shall be placed in this section.

#### 4.4 Approval of the Minutes.

The ~~Council~~Commission shall consider the Minutes of any meeting presented for their review since the last Regular Meeting.

#### 4.5 Consent Agenda Items.

There is hereby established, as a part of every agenda for Regular and/or Special Called Meetings of the City ~~Council~~Commission, a portion of said agenda that shall be labeled "Consent Agenda." Said Consent Agenda may consist of any and all business regularly coming before the City ~~Council~~Commission.

All items set out in the Consent Agenda shall be deemed passed upon passage of an affirmative motion, by a vote of the majority of the members of the City ~~Council~~Commission then seated, that the Consent Agenda be adopted. No further action shall be deemed necessary, and all such items appearing on the Consent Agenda, upon passage of such motion, shall be deemed adopted as if voted upon separately and as if the caption and/or body of any ordinance therein set out shall have been read in full.

Any member of the City ~~Council~~Commission may request during the *Consider Approval of the Agenda* segment, that an item be removed from the Consent Agenda and considered separately. Such request shall be honored as if it had been passed by majority vote. If any item was removed from the Consent Agenda, it will be considered immediately following approval of the remainder of the Consent Agenda.

#### 4.6 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input. While the public hearing is open, the City ~~Council~~Commission may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for resident comments. Upon conclusion of resident comments, the Mayor shall close the public hearing. The ~~Council~~Commission may deliberate or take action on the matter at hand upon the closing of the public hearing. The authority of the Mayor to open and close public hearings shall not be without limitation and may be subject to other ~~Council~~Commission Actions as set forth in these rules.

#### **4.7 Regular Agenda Items.**

Items for individual consideration shall be considered by the City ~~Council~~Commission individually and approved by either a simple majority vote or a super majority vote as the case may be.

#### **4.8 Resident Comments on Non-Agenda Items.**

All persons desiring to speak to the City ~~Council~~Commission on a non-agenda item must submit a Citizen Comment Request Form to the City Secretary at least five (5) minutes before the meeting starts.

#### **4.9 City Manager's Report.**

This section is used for routine reports and announcements provided by the City Manager to the ~~Council~~Commission. It also is an opportunity for ~~Council~~Commission to ask questions of the City Manager related to project status and clarifications.

#### ~~4.10 Future Agenda Items.~~

~~The Council may request future items to be placed on a future agenda at this time. An additional member of Council must concur with a request for an item to be placed on a future agenda. No discussion or deliberation of the items may take place.~~

#### **4.1011 Executive Session Items.**

This section is only used when it is necessary for the ~~Council~~Commission to convene in Executive Session. Executive Sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Notice of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

#### **4.112 Action on Executive Session Items.**

This section is only used if section 4.11 is used. Action on Executive Session Items must be taken during public/open session of the ~~Council~~Commission. Action may include the taking of no action at all.

#### **4.123 Adjournment.**

When the meeting has completed its work, the Mayor shall adjourn the meeting.

### **ARTICLE 5. WORK SESSION POLICIES AND PROCEDURES**

#### **5.1 Purpose.**

City ~~Council~~Commission may call and hold Work Sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City ~~Council~~Commission. The following rules shall prevail for the call and conduct of Work Session meetings.

#### **5.2 Agenda.**

Only a limited number of matters shall be considered by the City ~~Council~~Commission during a Work Session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all Work Session agendas.

#### **5.3 Technical Questions.**

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a Work Session. ~~Council~~Commission may, through the City Manager, request the attendance of such staff members or outside experts as may be required to answer such questions.

#### **5.4 Prohibitions Against Formal Actions.**

No formal actions may be taken at a Work Session. ~~Council~~Commission may provide staff direction on the matter being considered and ask that the item be placed on a Regular or Special Called Meeting agenda for formal action.

#### **5.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a Work Session.

### **ARTICLE 6. RULES GOVERNING AUDIENCE COMMENTS**

#### **6.1 Purpose.**

It is the desire of the City ~~Council~~Commission to hear from the residents of Ranger and to stimulate discussion and offer a forum for a cordial and meaningful public debate on matters that are properly a concern of the City ~~Council~~Commission. The following rules shall control and govern audience comments.

## 6.2 Mayor to State Rules for Audience Comments.

Immediately preceding the opening of a public hearing, or resident input on an agenda item, or to receive comments on non-agenda items, the Mayor shall summarize the rules governing comments from the audience. The Mayor may direct the City Secretary to read the rules and publish the same in the [Council Commission](#) Chambers.

## 6.3 Rules Governing Resident Comments.

1. A maximum of 30 minutes will be devoted to receiving comments from the public on each agenda item. Each speaker is limited to one presentation per meeting and a maximum timed limit of three minutes.
2. No individual may address the [Council Commission](#) without submitting a Citizen Comment Request Form. The form must clearly state the subject or issue on which the resident wishes to speak. If the subject matter does not pertain to city business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
3. Residents speaking on agenda items shall restrict their comments to the subject matter listed.
4. Residents speaking on non-agenda items shall only speak on matters pertaining to city business or issues which the [Council Commission](#) would have the authority to act upon if brought forth as an agenda item.
5. [Council Commission](#) may not act upon or discuss any issue brought forth as a non-agenda item; except to:
  - a. Make a statement of specific factual information given in response to the inquiry, or
  - b. Make a recitation of existing policy in response to the inquiry.Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting, or direct staff to review.
6. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the [Council Commission](#) Chambers.
7. No placards, banners or signs may be displayed in the [Council Commission](#) Chambers or City Hall. Exhibits relating to a presentation are acceptable.
8. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.
9. Unauthorized remarks from the audience, stomping of feet, applauding, whistles, yells, or any type of disruptive behavior is prohibited. Applause of appreciation may be acceptable when recognizing a significant event or achievement.
10. [Council Commission](#) meetings are the workplace to carry out the business of the City of Ranger;  
therefore, any conduct that could constitute harassment in the workplace is prohibited.
11. In all cases, the Mayor shall preside over the [Council Commission](#) meeting and ensure that proper conduct and decorum is adhered to.

## 6.4 Preservation of Order.

The Mayor shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the [Council Commission](#) Chambers any person speaking out of order or disrupting the order of the meeting.

## ARTICLE 7. BOARDS AND COMMISSIONS

### 7.1 General.

All boards and commissions are detailed under Article VIII, Boards and Commissions, of the City Charter.

### 7.2 Meeting Times and Agenda Order.

Boards, commissions, and committees shall set their own meeting times. All boards, commissions, and committees shall be subject to these rules. Each board, commission, and committee shall set their own agenda, so long as it is in accordance with the Texas Open Meetings Act.

### 7.3 Boards with Regulatory Authority.

~~The Architectural Review Board, Board of Adjustments, Building Standards Commission, Capital Improvements Advisory Committee, Economic Development Corporation A and B Board, Kaufman County Appraisal District Board and Planning and Zoning Commission, all have regulatory authority.~~

### 7.4 Boards without Regulatory Authority.

~~The Animal Shelter Advisory Committee, Library Board and Parks and Recreation Board, do not have regulatory authority. None at this time.~~

### 7.5 Appointments.

The City ~~Council~~Commission will review applications and or interview eligible applicants for open positions on boards and commissions.

### 7.6 Board Members.

Members appointed to boards or commissions serve at the will of the ~~Council~~Commission and may be removed, replaced, or not reappointed at the discretion of the ~~Council~~Commission, by majority vote, with or without cause. When conducting the business of the City, appointed members of all boards or commissions shall follow the rules of procedure set forth for the City ~~Council~~Commission.

### 7.7 Open Government Training.

Upon initial appointment, within 90 days of taking the oath of office or assuming duties, all board, commission, and committee members shall be required to watch the training videos pertaining to the Texas Public Information Act and the Texas Open Meetings Act, as provided by the City Secretary.

## TABLE OF MOTIONS AND POINTS OF ORDER

MOTION/ORDER	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE TYPE
Basic Motion	Yes	Yes	Yes	Simple
Motion to Amend	*	No	Yes	N/A
Motion to Adjourn	Yes	No	No	Simple
Motion to Recess	Yes	No	Yes	Simple
Motion to Fix the Time to Adjourn	Yes	No	No	Simple
Motion to Table	Yes	No	No	Simple
Motion to Limit Debate	Yes	No	No	Super
Motion to Object to the Consideration of an Item	Yes	No	No	Super
Motion to Suspend Rules	Yes	No	No	Super
Motion to Reconsider	Yes	Yes	Yes	Simple
Point of Privilege	No	No	No	N/A
Point of Order	No	No	No	N/A
Motion to Appeal	Yes	Yes	No	Simple
Call for Orders of the Day	No	No	No	N/A
Withdraw a Motion	No	No	No	N/A
Motion to Enforce	Yes	No	No	Simple

\* For the purposes of these rules, Amendments are not debatable and only require the approval of the member who made the original motion. An amendment to an amendment, requires first the approval of the member who made the original amendment and secondly the approval of the member who made the original motion.