



City Hall  
702 N. Hwy 175  
Seagoville, Texas 75159

# City of Seagoville

## Rules of Procedure

### City Council

---

**ADOPTED:** 08/18/1988 (Res. 11-88)

**REVISED:** 05/18/1989 (Res. 08-89)  
04/19/1990 (Motion)  
05/16/1991 (Minute Action)  
01/17/2002 (Motion)  
08/21/2003 (Consensus)  
09/04/2003 (Minute Action)  
11/06/2003 (Res. 16-03)  
02/19/2004 (Res. 06-04)  
01/05/2006 (Res. 02-06)  
03/15/2007 (Res. 14-07)  
06/18/2012 (Res. 19-R-12)  
07/21/2014 (Minute Action)  
09/15/2014 (Minute Action)  
02/23/2026 (Res. 2026-16)

## I. AUTHORITY

The Charter of the City of Seagoville, Texas provides the City Council may adopt Rules of Procedure for meetings. The following set of Rules shall be in effect at the time of their adoption by the City Council and shall be subject to amendment or suspension by the City Council as set forth in these Rules.

## II. GENERAL PROCEDURE

### A. Texas Open Meetings Act

Meetings of the City Council are open to the public, except for expressly authorized closed executive sessions. The agenda serves as the meeting notice for all meetings listing the items to be considered and shall be posted by the City Secretary in accordance with the Texas Open Meetings Act.

### B. Rules of Order

The most recent edition of Roberts Rules of Order shall govern the proceedings of the City Council in all cases, unless they conflict with these rules or state law.

### C. Quorum

A quorum of the City Council must be present to conduct a City Council meeting. Three (3) Councilmembers constitutes a quorum, except for the purpose of canvassing an election two (2) Councilmembers constitutes a quorum.

### D. Attendance

All members of the City Council will attend all meetings. Any member unable to attend any meeting must notify the Mayor, City Secretary, or City Manager a minimum of two (2) hours prior to the meeting.

### E. Minutes of Meetings

An account of all proceedings shall be kept by the City Secretary, constituting the official record of the City. Such records shall be maintained according to the records retention schedule and made available to the public.

In the event the City Secretary is unable to attend a meeting, the City Manager shall designate a representative to take minutes and record the proceedings.

### F. Suspension of Rules

Any provision of these Rules not governed by the City Charter, City Code, or State Law may be temporarily suspended by a majority vote of all members of the City Council.

### G. Amendment of Rules

These rules may be amended or new rules adopted by a majority vote of all members of the City Council.

### H. Attendance of Officers and Employees

Other officers and employees of the City of Seagoville shall attend City Council meetings when requested to do so by the City Manager.

### III. MEETINGS

#### A. Regular Meetings

The City Council shall hold regular meetings on the second and fourth Monday of each month, with a work session commencing at 6:30 p.m. and a regular session commencing at 7:00 p.m. on such dates. Nothing in this section shall prohibit or prevent the City Council cancelling or rescheduling such meetings (work session and/or regular session) for convenience or for any other reason nor shall it prevent the City Council scheduling other special called meetings to occur on other dates and times.

#### B. Special Meetings

Special meetings may be called by the Mayor, the Mayor Pro Tem (when acting in place of the Mayor), City Manager, or by a majority of the City Council.

#### C. Work Session

The City Council may hold work sessions to receive briefings, trainings and background information from the administrative staff and consultants. No official action may be taken by the City Council in a work session, although the Council may give direction to the staff on issues under consideration.

#### D. Executive Session

The City Council may meet in closed executive sessions at the call of the Mayor, Mayor Pro Tem (when acting in place of the Mayor) as listed on the agenda or upon request of the City Attorney, City Manager, City Secretary, or any member of the City Council when in compliance of the Texas Open Meetings Act. The City Secretary is responsible to maintain the Certified Agenda. No vote shall be taken in an executive session on any matter under consideration.

#### E. Joint Sessions

The City Council may meet with other boards and commissions in joint sessions at the call of the Mayor, Mayor Pro Tem (when acting in place of the Mayor), City Manager or a majority of the City Council at such times as the business of the City requires.

#### F. Recessed Meetings

Any meeting of the City Council may be recessed to a later time by the Mayor provided that no recess shall be for a longer period than twenty-four (24) hours. All recessed meetings must set a time to reconvene.

### IV. PRESIDING OFFICER OF THE CITY COUNCIL AND DUTIES

#### A. Presiding Officer

The Mayor shall preside over the meetings of the City Council.

The Mayor Pro-Tem shall be a Councilmember elected by the City Council at the first regular meeting after each election of Councilmembers and/or Mayor. The

Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

In the absence of both the Mayor and Mayor Pro Tem, the City Secretary shall call the meeting to order and shall call upon the City Council to select a member to act as presiding officer.

B. Preservation of Order

The presiding officer shall have the authority to maintain the order and decorum of a meeting.

Councilmembers shall preserve order and decorum by adhering to the rules of the City Council. Administrative staff and appointed board members of the City shall observe the same rules and decorum.

## V. ORDER OF BUSINESS

A. Agenda

The order of the business of each City Council meeting shall be contained in the Agenda prepared under the supervision of the Mayor and City Manager, and posted by the City Secretary at City Hall as required by the Texas Open Meetings Act.

B. Public Requests

Any person desiring an item for the City Council's consideration may do so by contacting a member of the City Council or raising the subject during Public Comments. It is at the discretion of the member to raise the subject as a future agenda item.

C. Public Speakers

Any person wishing to address the City Council during Public Comments section of the agenda must first register with the City Secretary. Registered speakers shall be allowed three (3) minutes to speak before the City Council. City Council shall not discuss or take action relative to any public comments made during Public Comments of the meeting.

Any person wishing to address the City Council during a public hearing should register with the City Secretary. Speakers shall be allowed three (3) minutes to speak before the City Council regarding the specific public hearing item. The Mayor will make a last call for any member in the audience wishing to speak. A person will not be permitted to address the City Council after the public hearing has been closed.

The Mayor shall recognize each registered speaker by calling their name. Upon recognition, the speaker must approach the podium and state their name and

city of residence in audible tone for the record. All speakers shall address the Mayor and City Council, not the audience or administrative staff.

It is at the discretion of the Mayor to make reasonable adjustments to time limits or limitations of speakers on one topic or item for the same position (i.e. in favor or against the same item).

## VI. MOTIONS AND VOTING PROCEDURE

### A. Vote of the Presiding Officer

The Mayor may participate in the discussion of all matters coming before the Council but shall be entitled to vote only in case of a tie, as dictated by the City Charter.

### B. Abstention from Voting

No member of the City Council shall be excused from voting except on matters where there is a conflict of interest as provided in the City Charter. Unless otherwise provided for by state statute, City Charter, or the City Council's Rules of Procedure, an affirmative vote of at least three (3) members shall be necessary for the action by the City Council.

## VII. BOARDS, COMMISSIONS AND COMMITTEES

### A. Appointment

Annually applications will be collected for upcoming terms and vacancies of the City's boards, commissions, and committees. Applications are reviewed for eligibility and background checks conducted by the City Secretary's Office. This does not limit the City Secretary's Office to collect applications for existing vacancies at any other time of the year.

During annual appointments, a packet consisting of the board roster, board attendance report, and eligible applications are presented to City Council during a meeting to consider appointments.

As the need arises, the City Council may appoint ad hoc advisory committees. Any committee so created shall cease to exist upon the completion of its purpose or when abolished by the City Council. The Mayor may make such appointments to ad hoc committees, but such appointments shall be made with the consent of the City Council.

### B. Terms

Unless otherwise provided for by ordinance or statute, Board and Commission terms shall be for two years, or until a successor is appointed.

### C. Vacancies

A position in a board, commission, or committee shall be declared vacant if a term expires, or if a member fails to comply with the Attendance Policy.

City Council shall appoint a replacement to fill an unexpired term in case of a vacancy. At the discretion of Council, current alternate members may be considered prior to new applicants.

Resignation of a member of a board, commission, or committee shall be in writing. Resignation by a member of a board or commission is effective, and not subject to revocation, upon tendering written notification to the City Secretary and such vacancy shall be filled by the City Council for the remaining term, as set forth herein.

Regular and alternate members serve at the will of the City Council and may be removed by an affirmative vote of three (3) members of the City Council.

Unless otherwise provided for by statute or ordinance, a member or alternate member who ceases to reside in the City of Seagoville or no longer meets the requirements for a Board or Commission during his or her term of office shall immediately forfeit his or her office. Notice must be submitted to the City Secretary as soon as practicable, by the Chair or Board Liaison.

D. Attendance

Attendance by members is important to the proper functioning of all City boards, commissions, or committees. All members including alternates will attend all meetings. Any member unable to attend any meeting must notify the Chair or Board Liaison of the board, commission, or committee at least two (2) hours prior to meeting. An absence will be considered unexcused unless a valid emergency.

To ensure the Board's or Commission's productivity, the City Council hereby establishes an attendance policy for its Boards and Commissions, as well as ad hoc committees which may from time to time be established.

The attendance policy requires both the regular and alternate members of a board, commission, or committee not miss more than three (3) meetings during any twelve month period beginning with the member's appointment date. An absence from a meeting may be excused by a board, commission, or committee, or by its chair, if it results from illness, vacation, death in the family or for a reason beyond the control of a member. It is the member's responsibility to seek an excused absence.

The Board Liaison shall record the attendance of its respective board, commission, or committee and submit the findings to the City Secretary. Board member absence from three (3) consecutive meetings or four (4) cumulative meetings of a board, commission, or committee results in the automatic resignation of a member. When, in the opinion of the Chair or Board Liaison, or by virtue of the attendance record, a member has not complied with the attendance requirement, the City Council through the City Secretary will be notified of the vacancy on said board, commission, or committee.

From time to time, a joint session with the City Council may be held. attendance at these joint sessions applies toward a member's attendance record. In the case of a joint session, the member shall notify the City Secretary or Board Liaison of his/her inability/reason for not attending.

E. Board Meetings

Each standing board, commission, or committee shall adhere to the Texas Open Meetings Act. The Chair shall preside over the meetings of the corresponding board, commission, or committee. The order of the business of each board meeting shall be contained in the agenda which shall serve as the meeting notice.

Any person wishing to address the board, commission, or committee during Public Comments of the agenda must first register with the Board Liaison. Registered speakers shall be allowed three (3) minutes to speak on items listed on the agenda. The board shall not discuss or take action relative to any public comments made during Public Comments of the meeting.

Any person wishing to address the board, commission, or committee during a public hearing should register with the Board Liaison. Speakers shall be allowed three (3) minutes to speak regarding the specific public hearing item. A person will not be permitted to address the board, commission, or committee after the public hearing has been closed.

It is at the discretion of the Chair to make reasonable adjustments to time limits or limitations of speakers on one topic or item for the same position (i.e. in favor or against the same item).