

# Memorandum

**To:** The Honorable Mayor and Members of City Council

**Via:** Allen Bogard, City Manager *QB*

**From:** Cindy Dees, Assistant to the City Manager *CD*

**Date:** January 24, 2018

**Subject:** Council Protocol Policy and Council Committees and Task Forces Policy Revisions

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Scheduled for the upcoming February 27, 2018 City Council workshop is a review of and discussion on update to the policies for responsibilities, guidelines, code of conduct and protocols for the Mayor, City Council, and City Manager, and rules of procedure for City Council meetings, commonly referred to as the "City Council Protocols," as well as for the creation and operation of City Council committees and task forces.

If you will recall, the City Council's Fall Retreat of October 2017 included discussion on Governance and a review of the City Council Protocols, as well as the Council policy on the creation and operation of the City Council committees and task forces. Based on Lyle Sumek's final reports from the retreats, City Council feedback from the Fall 2017 Retreat yielded several recommended changes to the City Council Protocol.

The goal of the February 27 workshop will be to review all proposed revisions to both of the policies and gather any input prior to bringing the revised policies forward to the City Council for adoption via Resolution.

All recommended revisions to the City Council Protocol and the Council Committees and Task Forces policy are noted in red text in the attached documents. Additionally, Lyle's final retreat reports, also attached, include the recommended changes as well as a copy of the signature page for the revised "House Rules," which was signed by all City Council Members.

Please review the attached revisions to both policies and the attached documents provided by Lyle. I respectfully ask that you let me know if you have any questions or concerns about the proposed revisions ahead of the workshop on February 27.

List of Attachments:

1. Governance Refinements Agreed by Mayor and Council Members
  - a. Including signature page signed by all Council Members
2. Red-Line Version of Council Protocol policy revisions
3. Red-Line Version of Council Committees and Task Forces policy revisions

## Attachment 1

### Governance Refinements Agreed by Mayor and Council Members

*(Including signature page signed by all Council  
Members)*

# **GOVERNANCE REFINEMENTS**

## **AGREED BY MAYOR AND COUNCIL MEMBERS**

### **I. HOUSE RULES**

**Mayor and City Council  
City of Sugar Land**

- **Treat others with respect and courtesy - be attentive**
- **Speak what you believe to be true**
- **Choose your words wisely - it is “how” you say it**
- **Have an open mind for everyone - listen to and consider ideas, opinions and recommendations of others**
- **Avoid personal issues or bias**
- **Define problems and issues first and then work together to find solutions**
- **Have civil, professional and candid dialogue and discussions**
- **Resolve conflicts among ourselves - do not criticize other Councilmembers**
- **Praise in public, criticize and provide feedback to the Councilmember and City Manager in private**
- **Once the Mayor and City Council decides, respect the decision and move on**

- Honor the roles, responsibilities, expectations and protocols as set forth in adopted Council policies
- Be a positive representative of the City
- Be punctual - start on time
- Consistent attendance at all Council meetings and Council Sub-committees - come prepared and ready to discuss issues
- Share information through the City Manager's Office
- Keep closed sessions confidential
- Provide clear direction to the City staff, City Manager will summarize key points

**[NOTE: ON SUNDAY, OCTOBER 29, 2017, THE MAYOR AND CITY COUNCIL MEMBERS ALL SIGNED THIS DOCUMENT AS A COMMITMENT TO THESE HOUSE RULES.]**

## **II. COUNCIL REPORTS**

- Mayor and City Council Members should limit themselves to two (2) City related events
- The events should be recent past; no future events.

## **III. BROADCASTING, RECORDING AND MINUTES**

- These topics will be addressed during the FY 2018 Work Plan Management Implementation Project - Agenda System and Process

#### **IV. COMMITTEE OF THE WHOLE**

- **The Mayor and City Council agreed that the following topics will be addressed by the entire City Council and not by Council Sub-Committees:**
  - **Financial Management Policy Statements:Update**
  - **Compensation Policy: Review**

#### **V. STANDING CITY COUNCIL COMMITTEES - MODIFICATIONS**

**A. No changes**

**B. The purposes of the City Council Committees are to:**

**i. Review detailed information, analyze the issue, and serve as a sounding board to City staff;**

**ii. Develop options and recommendations for full City Council discussion and decisions.**

**C. Each City Council will determine meeting times and dates**

**D. The Finance/Audit Committee role shall be to review and guide financial policy and strategic financial issues as needed and determined by the City Manager or the City Council and serve as the City Audit Committee.**

**E. The Intergovernmental Relations Committee role shall be to assist the City Manager in developing, recommending and implementing intergovernmental strategies to accomplish the City's objectives, including the recommending the City's Legislative Agenda. The City Council will made the final decision on the City's Legislative Agenda and Advocacy Strategy.**

**F. The Compensation Committee role shall be to review and recommend to the City Council compensation and benefits of the City Manager and the Municipal Court Judge, review and provide input on Human Resources as needed and determined by the City Manager.**

**G. The Economic Development Committee role shall be to make recommendations to the City Council on all major economic development projects that have the potential be funded through one or more of the following: the City, the Sugar Land Development Corporation, Sugar Land 4B Corporation, or a TIRZ. The Committee shall consist of three members: Mayor, a Council Member currently serving on SL\$B to be selected and appointed by the Mayor, and a member of SLDC to be selected and appointed by SLDC members.**

**H. The City Manager will designate a City staff member to serve as the liaison between himself and the Council Committee. The City staff member will coordinate the activities in relation to preparation of an agenda and the presentation of an agenda and the preparation of information to the Council Committee. The City staff member will be responsible for taking notes at the meeting and following up on any identified tasks. Each Council Member will be provided a copy of the Committee agenda and the associated materials. Following the Committee meeting, a summary will be prepared by the City staff liaison and included in the City Council's FYI packet.**

**I, Standing Council Committee Members will have the opportunity to make a report at City Council meetings, when appropriate.**

## **VI. TASK FORCES**

### **A. CITY MANAGER REQUESTED TASK FORCES**

**Add the following:**

**v. Upon the completion of the Task Force work, the Task Force will provide options and advice to the City Manager.**

### **B. CITY COUNCIL REQUESTED TASK FORCES**

**Add the following:**

**iv. The Mayor will appoint the Task Force Chair, when appropriate.**

**Change the following:**

**Current iv become v**

**Current v becomes vi**

**Modify the following:**

**vii. Upon the completion of the Task Force work, the Task Force will provide options and recommendations to the City Council.**

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# **Governance Refinements – Agreed by Mayor and Council Members**

## **I. HOUSE RULES**

**Mayor and City Council  
City of Sugar Land**

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- **Honor the roles, responsibilities, expectations and protocols as set forth in adopted Council policies**
- **Be a positive representative of the City**
- **Be punctual - start on time**

- Consistent attendance at all Council meetings and Council Sub-committees - come prepared and ready to discuss issues
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- Keep closed sessions confidential
- Provide clear direction to the City staff, City Manager will summarize key points

**[NOTE: ON SUNDAY, OCTOBER 29, 2017, THE MAYOR AND CITY COUNCIL MEMBERS ALL SIGNED THIS DOCUMENT AS A COMMITMENT TO THESE HOUSE RULES.]**

Mary K. Joyce  
 Amy Alldred  
 J. C. G. M.  
 J. P. M.  
 S. P. K.  
 B. M.  
 Carol K. McCutcheon

## Attachment 2

Red-Line Version of Council Protocol policy  
revisions

Adopted by Res. No.  
Date of adoption:  
Effective date:

**RESOLUTION NO. ~~15-08~~17-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING RESPONSIBILITIES, GUIDELINES, CODE OF CONDUCT, AND PROTOCOLS FOR THE MAYOR, CITY COUNCIL, AND CITY MANAGER; AND ADOPTING RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS.**

WHEREAS, the City Council wishes to adopt a policy for responsibilities, guidelines, code of conduct and protocols for the Mayor, City Council, and City Manager, and adopt rules of procedure for City Council meetings; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY  
COUNCIL OF THE CITY OF SUGAR  
LAND, TEXAS:**

**Section I.** That the City Council adopts the following policy:

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**RESPONSIBILITIES, GUIDELINES, CODE OF CONDUCT AND PROTOCOLS FOR  
THE MAYOR, CITY COUNCIL AND CITY MANAGER; AND RULES OF  
PROCEDURE FOR CITY COUNCIL MEETINGS**

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**PURPOSE OF POLICY**

To establish the responsibilities, guidelines, code of conduct and protocols for the Mayor, City Council and City Manager and to adopt Rules of Procedure for City Council Meetings.

**SCOPE OF POLICY**

**1. RESPONSIBILITIES, GUIDELINES, CODE OF CONDUCT AND PROTOCOLS  
FOR THE MAYOR, CITY COUNCIL AND CITY MANAGER AND RULES OF  
PROCEDURE FOR COUNCIL MEETINGS.**

**A. MAYOR-CITY COUNCIL RESPONSIBILITIES**

- Focus the Vision for Sugar Land's Future

- Define the preferred future of Sugar Land
  - Anticipate opportunities
  - Identify and develop partnerships
  - Leverage City resources to realize the vision
  - Continually review, test and update the vision
- 
- **Develop Outcome-Based Goals that Realize the Vision**
    - Use the vision to determine goals
    - Have realistic and forward-thinking goals
    - Define measures of success and measure outcomes
    - Annually update goals
    - Identify and prioritize actions and delegate to City Manager
- 
- **Anticipate Critical Issues, Work through the Issues**
    - Bring up critical and tough issues
    - Use committees to address issues and provide recommendations
    - Use work sessions to address issues, to negotiate and to build consensus
    - Inform and engage the community
    - Develop sense of confidence in the City's ability to handle the issue
- 
- **Make Policy Decisions and Provide Clear Direction Based on what is Best for the City of Sugar Land**
    - Come prepared to meetings
    - Balance input with "best for city"
    - Come to timely closure
    - Have clear closure, direction and expectations
    - Support for policies and decisions
- 
- **Work with the Community to set Direction and Address Citizen Preferences and Concerns**
    - Appropriately involve residents and businesses in governance
    - Seek and use input from others
    - Develop a positive working relationship and partnership
    - Treat others with trust and respect
    - Help the community to understand City decisions, programs and services
- 
- **Provide Positive Community Leadership**
    - Have an active presence in the community
    - Actively participate in the community
    - Listen to the ideas, concerns and desires of others
    - Take time to explain decisions and actions
    - Develop the next generation of community and civic leaders
    - Create a positive atmosphere and motivate community
- 
- **Provide Proactive Regional and Intergovernmental Leadership**
    - Be an advocate for Sugar Land

- Actively participate in organizations
- Develop and maintain relationships
- Bring issues and opportunities to the table
- Obtain resources for Sugar Land and a fair share back to citizens
- Work with Fort Bend County and other government entities

- **Develop City Partners**

- Help others to understand issues, actions and the City
- Develop positive working relationships
- Share resources for greater return to the community
- Mobilize others to help realize the vision and achieve goals
- Leverage City resources for future return

- **Employ the City Manager**

- Hire the right manager for Sugar Land
- Provide resources to get the job done
- Set the tone for the City guided by the core beliefs
- Compensate for performance
- Delegate through clear expectations and directions

- **Employ the Municipal Judge and Associate Judges**

- Appoint the Judge and Associate Judges
- Provide resources to get the job done
- Evaluate performance of Municipal Court Judge
- Determine compensation

- **Produce Results**

- Monitor performance
- Have knowledge about key issues and current status of actions
- Learn and look for ways to improve
- Celebrate successes
- Recognize others who have contributed to the success

## **B. MAYOR AND CITY COUNCIL GUIDELINES**

1. The Council is the “Board of Directors” for the City
2. The Council represents the “Stockholders” – our citizens and stakeholders
3. The Council should follow the adopted protocols
4. The Council sets the “tone for city government” by how its business is conducted
5. The Council should provide a clear charge and direction to Boards and Commissions – its partners in governance
6. The Council sets the “authority” of the City Manager, both in word and in daily actions (avoiding managing or micromanaging)

7. The Council uses Council sub-committees to address issues and develop options as needed
8. The Council uses work sessions to discuss issues in depth, to focus direction for the city manager and staff, and to refine draft reports and recommendations
9. The Council is responsible for realizing the vision, achieving the goals, and producing results that add value to the community

### **C. MAYOR EXPECTATIONS**

- Serve as the Chief Spokesperson for the City on major policy issues, Council positions and policies, leadership on adopted vision and goals
- Serve as the highest point of contact for economic development initiatives
- Serve as the Ambassador for City and Sugar Land Community
- Serve as Ceremonial Leader (shared with individual Council Members)
- Chair the Council Meetings
- Facilitate relationship with Council Members and City Manager
- Follow the roles and responsibilities as outlined in the City Emergency Management Plan and other responsibilities as provided by state law
- Represent the City to other local governmental entities
- If the Mayor is unavailable, the Mayor is to ask the Mayor Pro Tem to represent the City
- If the Mayor Pro Tem is unavailable, the Mayor is to ask an individual Council member of his / her choice to fill in

### **D. MAYOR PRO TEM EXPECTATIONS**

- Stand in and fulfill the role of the Mayor in his absence or at his request

### **E. CITY COUNCIL MEMBERS EXPECTATIONS**

#### **At Large Council Members**

- Represent all residents
- Be responsible for “what is best” for the entire city
- Attend and participate in Council meetings and Council Committee meetings
- Work with and assist District Council Members on district issues as needed
- Balance the city-wide and broad community needs
- Represent the Mayor as a ceremonial representative of the City at his/her request

#### **District Council Members:**

- Attend and participate in Council meetings and Council Committee meetings
- Be responsible for “what is best” for the entire city
- Identify and focus on key district issues
- Provide leadership on district issues

- Maintain working relations with District residents
- Serve as liaison with neighborhood and community organizations
- Represent the Mayor as a ceremonial representative of the City at his/her request
- During Council meetings the District Council Member shall the opportunity to make the motion to approve items specific to their respective districts

## **F. COUNCIL MEMBERS SERVING AS CITY REPRESENTATIVE TO OUTSIDE ORGANIZATIONS EXPECTATIONS**

- Represent the City and the Council vision, goals, policy and direction
- Vote for the City of Sugar Land
- Keep Council informed on issues and actions of the other bodies
- Bring issues to Council for discussion and direction

## **G. CITY MANAGER RESPONSIBILITIES**

### **1. Work with Mayor-Council to Focus Vision, Define Goals and Establish Priority Work Program**

- Provide advice on vision
- Identify opportunities, anticipate issues
- Use the vision, goals
- Provide alternative solutions
- Balance long-term needs with response
- Help Mayor and Council to focus on the future

### **2. Lead City Organization**

- Be responsible for City performance and results
- Create environment consistent with the City's core values
- Set high expectations for City and self
- Lead by example
- Achieve goals while building public confidence
- Evaluate the performance of the city organization

### **3. Produce Results by Implementing Council Decisions and Directives**

- Develop annual work plan
- Make timely decisions
- Provide clear direction to City
- Achieve outcomes aligned with vision, goals, Council decision
- Provide regular status reports and updates
- Be on time and under budget



4. **Maintain Effective Working and Personal Relations with Mayor and City Council**

- Work with Council to resolve conflicts
- Meet quarterly with Council (1-1 time)
- Take ideas and determine appropriate action
- Listen to and understand Council's message and concerns
- Keep Council informed to avoid surprises
- Serve as a sounding board and advisor
- Accept direction from Council majority (even if he/she disagrees)

5. **Provide Creative and Innovative Ideas that Become "Best Practices"**

- Take an idea and make it better for Sugar Land
- Use experiences to develop ideas
- Look to provide best services at lowest price
- Have knowledge of best practice used by other Cities
- Take reasonable risk, empower others to take risks
- Take problem and develop a new solution
- Explore ways to solve "unsolvable" problems

6. **Represent the City**

- Create a positive image for the City
- Be a regional leader
- Identify opportunities to represent and showcase the City
- Be a City spokesperson on management and operational matters
- Support Mayor and Council regional intergovernmental leadership
- Be a strong advocate for the City's interests

7. **Develop a "Champion" City Team**

- Hire and retain top-quality City staff
- Motivate the City staff
- Provide resources necessary to do the job
- Develop city as an effective team
- Develop employees, managers and future leaders through training and education
- Define the role and expectations for managers and employees
- Share successes with the team – people feeling part of the City team

8. **Provide Community Leadership**

- Know the community and identify opportunities for the City
- Know the community
- Look at the City through the eyes of a citizen

- Be involved in City events and activities
- Serve on boards and participate in community organizations
- Encourage managers and employees to be part of the community

## 9. Be a Strategic Thinker and Leader

- Help Council work through political minefields
- Develop new ideas and concepts
- Present alternative ways to achieve the goal
- Think through actions, how they may impact the City
- Identify potential partners
- Encourage managers to think strategically
- Take actions that follow the strategy

## 10. Manage City's Financial Resources

- Produce a budget that achieves goals
- Mobilize resources
- Leverage City resources
- Be a steward – responsible spender
- Keep and improve bond rating
- Think about financial implications and impacts

## H. CITY MANAGER GUIDELINES

1. The City Manager is the "Chief Executive Officer" for the City
2. The City Manager is responsible for the City organization
3. The City Manager is the prime contact point for the Mayor and City Council
4. The City Manager is accountable for the performance of the City organization
5. The City Manager supports the Mayor and City Council in being an effective “Board of Directors”

## I. OUR “HOUSE” RULES – CODE OF CONDUCT

1. Treat others with respect and courtesy – be attentive

2. Speak what you believe to be true

3. Choose your words wisely it is “how” you say it

~~2.1. Treat others with respect and courtesy~~

4. Have an open mind for everyone; listen to and consider other ideas, opinions and

recommendations of others

5. Avoid personal issue or bias

6. Define problems and issues first and then focus on solutions

7. Have civil, ~~and professional~~ and candid dialogue and discussions

8. Resolve conflicts among ourselves; do not criticize other council members

9. Praise in public, criticize and provide feedback to the council member and City Manager in private

10. Once the Mayor and City Council decides, respect the decisions and move on

~~3. Resolve conflicts among ourselves; do not criticize other council members or staff in public~~

~~4.1. Choose your words wisely it is “how” you say it~~

~~5. Have an open mind for everyone; listen to other ideas, opinions and recommendations~~

~~6. Honor roles, responsibilities, expectations and protocols as set forth in adopted Council policies~~

~~11.~~

~~7. Have civil and professional dialogue~~

~~8. Be a positive representative of the city~~

~~12.~~

~~Be punctual -; start on time~~

~~13.~~

14. Consistent attendance at all Council meetings and Council Sub Committee meetings -; come prepared and ready to discuss issues

9.15. Share information through the City Manager’s Office

~~10.1. Be punctual; start on time~~

16. Keep closed sessions confidential

17. Provide clear direction to the City staff, City Manager will summarize key points

~~11. Keep each other informed; share information among all~~

~~12. Avoid personal issue or bias~~

~~Provide clear direction to staff~~

~~13. Define problems and issues first and then focus on solutions~~

~~14.1. Keep closed sessions confidential~~

~~15. Honor roles, responsibilities and protocols~~

~~16. Provide clear direction to staff~~

## **J. COUNCIL PROTOCOL**

### **Protocol 1: *Simple information***

Go to the designated Staff Liaison to City Council

### **Protocol 2: *Research on a topic***

Go to the City Manager and/or designated Staff Liaison to City Council

If research is for a new topic or will require a significant amount of time to research, the item will be brought to City Council for direction.

### **Protocol 3: *Agenda Question***

Go to the designated Staff Liaison to City Council prior to 12 noon, on the date of the \_- meeting.

If information is relevant to the council meeting discussion, the information will be shared with all members of City Council

### **Protocol 4: *Employee Contact***

#### **Employee-Initiated**

- Refer employee to the City Manager's office
- Refer employee to the organization's policy and guidelines
- Council Member should contact the City Manager

#### **Council-Initiated**

- Avoid management and policy discussions
- Questions and comments may be seen as an order

### **Protocol 5: *Ethics Complaints against the City Manager***

- Talk to the City Manager first
- If there is an ethics complaint against the City Manager it should be directed to

the Mayor

**Protocol 6: *Cell Phone Use/I pads and Internet Connections***

- Turn off or put on vibrate during meetings
- Avoid text messaging during meetings
- For emergency calls, please have the individual call the Assistant to the City Manager's cell phone and she will notify you of the call
- If you see an individual using their cell phone/ I Pad and find it disruptive, inform the Mayor
- The Mayor will discuss the matter with the individual
- City business or meeting requests should not be communicated through text message

**Protocol 7: *Correspondence & E- Mail***

- Emails sent to individual Council Member
  - Forward to designated Staff Liaison to City Council
  - Staff Liaison will research and assist in draft response and return the response back to the Council Member for distribution/response
- Emails sent to more than one Council Member but not entire City Council
  - Council Members should forward email to Staff Liaison
  - Staff Liaison will research and respond back to individual Council Members for distribution/response
- Emails sent to entire Mayor and Council
  - Council Members should forward email to Staff Liaison
  - Staff Liaison will research, prepare and respond on behalf of Mayor and Council. Staff will distribute a copy of the response to entire City Council

## 2. RULES OF PROCEDURE FOR COUNCIL MEETINGS

These rules of procedure for city council meetings are general guidelines for conducting council meetings. These rules are not intended to be applied inflexibly in all circumstances, but should be followed to the extent they aid the council in conducting its business in an orderly manner. The council may temporarily modify or suspend these rules in particular cases to expedite its business.

- A. Preparation of Agenda.** The City Manager is responsible for preparing the agenda for each Council meeting. Additionally, the City Manager will maintain an internal policy directing the preparation of the supporting documents to be included with each agenda item. Periodically, City Council will be provided an opportunity to provide direction regarding additional materials to be included with agenda items to support City Council preparation for Council meetings. The manager will include any item on the agenda if: (1) requested by the Mayor; (2) requested by a Council Member and the Mayor approves the request; or (3) requested by at least two Council Members. The Mayor will review the agenda on Wednesday and may add or delete items from the agenda unless the item has been requested by two or more Council Members. A copy of the agenda will then be provided to all Council Members on Thursday and any changes will be made by noon on Friday. A copy of draft workshop PowerPoint presentations will be provided on the City Council secure website on the Friday prior to the Council meeting.
- B. Consent Agenda and Removal.** The City Manager may place items on the consent agenda that are routine and not controversial and are not likely to require council discussion. All items placed on the consent agenda may be approved together by one council vote. Before the council votes, any Council Member may, by request, have an item removed from the consent agenda. Any item removed from the consent agenda will be considered immediately after council action on the consent agenda.

### COUNCIL MEETINGS

- A. Quorum.** Four Council Members are necessary for the transaction of business (Charter Section 2.08).
- B. Regular Meetings.** The Council will meet in the Council Chamber in regular session every first and third Tuesday of every month (Charter Section 2.08). If a designated Tuesday is a legal holiday, the Council may hold the meeting on another day (Charter Section 2.08). The regular Council meetings shall be held at 5:30 p.m. The Council meetings held on the first and third Tuesday are broadcast live on SLTV 16 and the city's website, and recorded for future rebroadcasting.
- C. Special Meetings.** The Mayor, any four Council Members, or the City Manager may call special Council meetings (Charter Section 2.08).
- D. Closed Meetings.** The Council may meet in closed meeting as authorized by state law. Prior to entering into a closed meeting, the Mayor must first announce in an open meeting that a closed meeting will be held and identify the section or sections of the state law under which the closed

meeting will be held. The Council may not take any final action, decision or vote on any public business during a closed meeting. The Mayor will prepare a certified agenda, on a form provided by the City Secretary, for each closed meeting and no electronic recording will be made and no minutes taken of a closed meeting. The certified agenda must include: (1) a statement of the subject matter of each deliberation; (2) a record of any further action taken; and

**D.** (3) an announcement by the Mayor at the beginning and the end of the meeting indicating the date and time. The Mayor will certify that the certified agenda is a true and correct record of the proceedings. The Council will go back into open session in the Council Chamber to adjourn the formal meeting.

**E. Notice and Matters Considered.** The Council will not discuss or take any action on any matter relating to public business at any Council meeting unless notice of the matter has been

**E.** posted as required by law. Decisions on matters of a purely administrative nature, such as the appointment of an Ad Hoc Council Subcommittee or placing an item on a future agenda, need not be posted by notice.

**F. Work Sessions.** The Council will have work sessions on the fourth Tuesday of every month. In addition, work sessions will be added to the two regular meetings as needed. The general purpose of the work sessions is to provide information, seek input and/or to discuss concepts or issues in depth.

Work sessions included at the two regular Council meetings will be held in the City Council Chamber. These work sessions will be limited to topics that require minimal discussion and are informational in nature; i.e. a final draft or project plan that is to be shared with City Council and the public prior to adoption. Work sessions held in the Council Chamber are broadcast live over SLTV16 and the internet.

Work sessions on the fourth Tuesday of every month will be held in the Cane Room at City Hall. The work session will include initiatives or topics that require in-depth discussion and direction to staff from City Council. The fourth Tuesday sessions are open to the public and video recorded for record-keeping purposes, but are not broadcast ~~or video recorded~~.

## **COUNCIL PROCEDURES**

**A. Presiding Officer.** The Mayor, or Mayor Pro Tem, will serve as presiding officer of all meetings, will control the general order of business at the meeting and will make appropriate rulings on procedures in accordance with the spirit and intent of these rules. If any Council Member disagrees with the Mayor's ruling on any matter of procedure, the Council Member may appeal the ruling to the Council as a whole.

**B. Presentation of Agenda Items.** The Mayor will normally call for the items to be considered by the council in the order presented on the agenda unless the order of the agenda is changed by four (4) affirmative Council votes. The appropriate staff person will be called upon to make the presentation.

**C. General Decorum.** Council Members will speak only upon being recognized by the Mayor. Council Members shall not interrupt one another while speaking except to make a point of order.



The Mayor need not recognize any Council Member for a second comment on the subject or amendment until every Council Member wishing to speak has been allowed a first comment.

**D. Council Action.** The Council will generally take action on matters in the following manner:

**1. Making a Motion.** The Council Member proposing any action will make a motion by clearly stating the motion. Any motion may be withdrawn by the mover before it is voted on. The withdrawal is not subject to amendment or require a second or vote. The following is a restatement of how the most common motions apply (or do not apply to) to Council meetings. Unless stated otherwise, each motion requires a second and a vote of four (4) Council Members to pass:

(a) **Amending a Motion.** Any Council Member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first.

(b) **Postpone to a Certain Date.** This motion is used to delay consideration of an item until a specified date – i.e., the next Council meeting, etc.

(c) **Postpone Indefinitely.** This motion is used to delay consideration of an item until an unspecified date.

(d) **Point of Order.** Any Council Member may raise a point of order at any time. A point of order means that the Council Member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the Mayor's ruling to the Council, which may affirm or overrule the Mayor's ruling by a majority vote of the Council Members present. A point of order directed to the Mayor or Council does not require a second and is not subject to amendment.

(e) **Reconsideration.** A Council Member who voted in the majority may move to reconsider an item that Council has voted on. To insure compliance with state law, the motion and any action thereon must be made immediately after the vote on the matter.

**2. Seconding a Motion.** All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the Mayor will state the names of the respective Council Members making and seconding the motion. If a motion does not receive a second, it dies.

**3. Discussion on the Motion.** Council may discuss a pending motion only after the motion has been moved and seconded.

**4. Voting on the Motion.** After discussion, the Mayor or any Council Member may call a vote on the motion (Calling the "Previous Question"). Four affirmative votes are necessary to adopt or take action on any public business (Charter Section 2.08). The vote on all ordinances and resolutions must be taken by the "ayes" and "nays" of the Council Members (Charter



Section 2.08). After voting concludes the Mayor will announce the results.

## **PUBLIC HEARINGS**

**A. Staff Presentation.** Before the Mayor announces the public hearing the appropriate staff person will be called upon to make a presentation detailing the purpose of the public hearing and provide any relevant information.

**B. Opening of Public Hearing.** The Mayor shall call the public hearing, announce the purpose of the hearing, and request that all speakers identify themselves and their addresses at the beginning of their presentations.

**C. Speakers.** Any person may speak at a public hearing. The City Secretary will provide forms for persons to register to speak prior to the meeting. If a public hearing is required due to an application being submitted to the City, the applicant shall have an opportunity to make a presentation at the beginning of the public hearing to present testimony related to the applicant's request. All other persons registering to speak will be called after the applicant. Others, who wish to speak but have not registered to speak, will be called next.

Persons desiring to be heard will address the Council from the podium. Where there are many speakers or limited time for a public hearing, the Council may vote to limit all speakers to a specified time. If the Council does limit time, a speaker may request, and the Council may vote to grant additional specified time for that speaker.

**D. Time Limit.** The applicant will have a maximum of ten (10) minutes to speak in favor of his/her request and all other speakers will have a maximum of three (3) minutes. The Mayor or the City Council, by four affirmative votes, reserves the privilege to extend the time limit.

**E. Closing the Public Hearing.** After all speakers have had an opportunity to address the Council, the Mayor will announce the close of the public hearing.

## **PUBLIC COMMENTS**

**A. In General.** There will be a time designated for the City Council to hear from the public at the beginning of City Council meetings held at City Hall on the first, third, and fourth Tuesday of each month. Speakers may only speak on an item(s) that is on the regular, consent or workshop agenda. The number of speakers will be limited to the first ten (10) speakers who register and appear to speak at the meeting. The Mayor or the City Council, by four affirmative votes, reserves the privilege to extend the number of speakers.

**B.** If an item on the Council agenda for that meeting provides for a public hearing, the person wishing to make comments on that item shall speak at the time of the public hearing.

**C. Speaking on Regular, Consent or Workshop Agenda Items.** A request to be heard regarding an item(s) that is on the regular, consent or workshop must be made to the office of the City Secretary, and may be made in person, by telephone, facsimile, or email provided that the request is received before the scheduled time of the city council session at which public speaking is allowed.

A “request to speak” form provided by the city will contain the citizens’ name, address, telephone number, and subject agenda item(s) number that the speaker wishes to address.

Speakers will address the Council from the podium, must observe the “House Rules” Code of Conduct adopted by Council, and may speak only upon recognition by the Mayor.

In situations where a large number of citizens representing a certain delegation wish to speak, the group will be encouraged to appoint a spokesperson to make comments to the Council.

If a speaker asks a question during the time designated for public comment under this policy, a Council Member may give specific factual information or a recitation of existing policy to the speaker. Any comment or discussion by any Council Member about the subject of the inquiry shall only be made at the time the subject is scheduled for consideration on the Council agenda. (Government Code 551.042)

**D. Time Limit.** Each speaker will have three minutes regardless of the number of agenda items to be addressed. The Mayor or the City Council, by four affirmative votes, reserves the privilege to extend the time limit.

## **COUNCIL REPORTS**

**E. Mayor and City Council Members should limit themselves to two (2) City related events**  
**a) The events should be recent past; no future events.**

**Section 2.** That Resolution ~~14-01~~15-08 is repealed.

APPROVED on \_\_\_\_\_, ~~2015~~2018.

~~James A. Thompson, Mayor~~  
Joe R. Zimmerman, Mayor

ATTEST:

APPROVED AS TO FORM:

Glenda Gundermann, City Secretary

DRAFT

## Attachment 3

Red-Line Version of Council Committees  
and Task Forces policy revisions

POLICY NUMBER: 3000-08

Adopted: 06-16-09

Date Effective: 06-16-09

RESOLUTION NO. ~~09-~~  
~~24~~17-31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS,  
ADOPTING A POLICY FOR THE CREATION AND OPERATION OF CITY COUNCIL  
COMMITTEES AND TASK FORCES.**

WHEREAS, the City Council wishes to adopt the following policy for the creation and operation of  
City Council committees and task forces; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL  
OF THE CITY OF SUGAR LAND, TEXAS:**

**Section 1.** That the City Council adopts the following policy:

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**CREATION AND OPERATION OF CITY COUNCIL COMMITTEES AND TASK FORCES**

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To provide a framework for the creation and operation of City Council committees and task forces.

It is the policy of the City Council of the City of Sugar Land that there shall be four Standing City Council Committees - the Finance/Audit Committee, the Intergovernmental Relations Committee, the Compensation Committee, and the Economic Development Committee. There shall also be a procedure for implementing requested City Manager and City Council Task Forces as needed to address specific issues.

**Standing City Council Committees**

A. Standing City Council Committees shall consist of three council members appointed by the Mayor and confirmed by a majority vote of the City Council, unless otherwise noted. Terms shall be for one year. The Standing City Council committees are only used for the purposes listed in Section B and are not a decision making group.

B. The purpose of the Council Committees ~~is~~are to:

- i. ~~To review~~Review detailed information, analyze the issue, and serve as a sounding board to City staff.
- ii. Develop options and recommendations for full City Council discussion and decisions.

C. Each City Council Committee or Task Force will determine meeting times and dates.

~~C.D.~~ The Finance/Audit Committee role shall be to review and guide financial policy and strategic financial issues as needed and determined by City Manager or City Council and

serve as a City audit committee. ~~The Finance/Audit Committee meetings are held the second Thursday of every month at 8:00 a.m.~~

~~D.E.~~ The ~~role of the~~ Intergovernmental Relations Committee role shall be to assist the City Manager in developing, recommending and implementing intergovernmental strategies to accomplish the City's objectives. ~~The Intergovernmental Relations Committee meetings are held the third Tuesday of every month at 4:00 p.m., including recommending the City's Legislative Agenda. The City Council will make the final decision on the City's Legislative Agenda and Advocacy Strategy.~~

~~F. E.~~ The ~~role of the~~ Compensation Committee role shall be to review and recommend to the City Council the compensation and benefits of the City Manager and the Municipal Court Judge. ~~Furthermore, the Compensation Committee shall,~~ review and provide input on ~~human resource issues~~ Human Resources as needed and determined by the City Manager.—

The ~~Compensation Committee will meet on an as-needed basis.~~

~~G. F.~~ The ~~role of the~~ Economic Development Committee role shall be to make recommendations to City Council on all major economic development projects that have the potential to be funded through one or more of the following: the City, the Sugar Land Development Corporation, Sugar Land 4B Corporation, or a TIRZ. The Committee shall consist of three members: Mayor, a Council member currently serving on SL4B to be selected and appointed by the Mayor, and a member of SLDC to be selected and appointed by SLDC members. ~~The Committee will meet on the fourth Tuesday of every month at 4:00 p.m.~~

~~H. G.~~ The City Manager will designate a staff member to serve as the liaison between himself and the Council Committee. The City staff member will coordinate the activities in relation to the preparation of an agenda and the presentation of information to the Committee. The City staff member will be responsible for taking notes at the meeting and following up on any identified tasks. Each Council Member will be provided a copy of the agenda and the associated written materials. Following the Committee Meeting, a summary will be prepared by the staff liaison and included in the City Council's FYI packet.

~~I. H.~~ Standing Council Committee Members will have the opportunity to make a report at the end of every City Council meeting, when appropriate.

## **Task Forces**

### **A. City Manager Requested Task Forces**

- i. City Manager Task Forces will provide a forum for advice and information from Council Members regarding issues on a specific topic that fall under the City Manager's area of responsibility in order to provide a perspective that is external from the City organization, and to provide advice in the preparation of a management recommendation to the City Council.
- ii. When a City Manager Task Force is deemed necessary, a written request will be forwarded to members of City Council. The request will outline the scope of the issues to be examined, the amount of time required of the Council Members, and an

estimated time frame for the Task Force to complete the work.

- iii. The Task Force may be composed of up to three Council Members. The Mayor will request volunteers from among the Council and select members. Council will be notified by memorandum of the appointment of City Manager Task Forces.
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~~v.~~iv. The City Manager will designate a staff member to serve as the liaison between him and the task force. The staff member will coordinate the activities in relation to the preparation and presentation of information to the Task Force. The staff member will be responsible for taking notes at the meeting and following up on any identified tasks.

v. Upon completion of the Task Force work, the Task Force will provide options and advice to the City Manager.

#### B. City Council Requested Task Forces

- i. City Council requested Task Forces will provide a method to review an issue in greater detail than is possible in a regular meeting and prepare a recommendation to the full City Council.
- ii. Upon the recommendation of any City Council Member and the concurrence of City Council, the Mayor may appoint a Task Force to study an issue and make a recommendation to the City Council.
- iii. The Task Force shall be composed of up to three members of Council. The Mayor will request volunteers from among the Council, and select members. Council will be notified by memorandum of the appointment of City Council Task Forces. Non City Council Members may be appointed as needed.

iv. The Mayor will appoint the Task Force Chair, when appropriate.

~~iv.~~v. The Mayor shall provide the scope of the issues to be examined, the amount of time required of Council Members, and the time frame for the task force to complete the work.

~~v.~~vi. The City Manager will designate a staff member to serve as the liaison between him and the task force. The staff member will coordinate the activities in relation to the preparation and presentation of information to the task force. The staff member will be responsible for taking notes at the meeting and following up on any identified tasks.

~~vi.~~vii. Upon the completion of the Task Force work, the Task Force members will ~~develop~~provide options ~~for~~and recommendations to the City Council.

**Section 2.** That Resolution No. ~~03-07, Resolution No. 05-48, Resolution No. 07-10, and Resolution No. 08-42~~ are 09-24 is repealed, as well as Resolution No. 05-15 establishing the City Manager's Imperial Redevelopment Task Force.

APPROVED on ~~June 16, 2009.~~

ATTEST:

/s/  
Joe R. Zimmerman, Mayor

Glenda Gundermann, City Secretary

Approved as to form: