

**RESOLUTION 009-25**

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE FOR ADDING AN ITEM TO THE CITY COUNCIL REGULAR MEETINGS AGENDA FOR THE CITY OF HALLETTSVILLE, TEXAS.**

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**WHEREAS**, the City of Hallettsville is a Type A General Law Municipality operating under the laws of the State of Texas; and

**WHEREAS**, the City Council desires to establish a clear and transparent process for adding items to the agenda for its regular meetings; and

**WHEREAS**, the City Council recognizes the importance of public participation and orderly governance in compliance with the Texas Open Meetings Act;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALLETTSVILLE, TEXAS:**

**Section 1.** The City of Hallettsville establishing a clear and transparent process for adding items to the agenda for its regular meetings as depicted in Exhibit A.

**Section 2.** The City Secretary is hereby directed to incorporate this policy into the official records of the City and make it available to the public.

**Section 3.** All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.


**Section 4.** This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 5.** If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

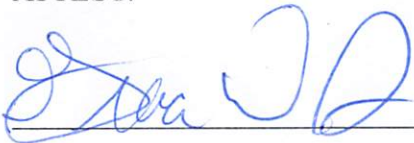
**Section 6.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**Section 7.** This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

INTRODUCED, READ and PASSED, by the affirmative vote of the City Council of the City of Hallettsville this the 17th day of March, 2025.

  
Alice Jo Summers, Mayor

ATTEST:

  
Grace Ward, City Secretary



## **Exhibit A**

### **Agenda Items for a Regular City Council Meetings**

- (a) The City shall comply with all notice requirements of the Texas Open Meetings Act, chapter 551 of the Texas Government Code, as may be amended.
- (b) The City Secretary shall be responsible for preparing the agenda for all City Council regular meetings.
- (c) Citizen Requests for an item to be placed on the agenda:
  - 1. Citizens may request an item to be placed on the regular meeting agenda by submitting a written request to the City Secretary.
  - 2. The request must include:
    - a. A clear description of the item to be discussed
    - b. The reason for requesting the item
    - c. Any supporting documentation, if applicable
  - 3. All requests must be submitted no later than 5:00 PM on the 5th day of the month to be considered for inclusion in that month's agenda. - This provision shall not apply to emergency matters, as determined by the Mayor.
- (d) The Mayor shall have the discretion to determine which items to include on the agenda provided that, the City Secretary shall include any item requested by two (2) Councilmembers or the Mayor.
- (e) The City Secretary shall post the agenda at least seventy-two (72) hours in advance of the scheduled meeting, except as otherwise permitted by the Texas Open Meetings Act.