

City Policy

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 1st 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) business hours in advance of the scheduled meeting, except as otherwise permitted by the Texas Open Meetings Act.