

CITY OF KYLE



Notice of City Council Workshop Meeting

KYLE CITY HALL
100 W. Center Street

Notice is hereby given that the governing body of the City of Kyle, Texas will meet at 6:00 PM on 6/5/2012, at Kyle City Hall, 100 West Center Street, Kyle, Texas for the purpose of discussing the following agenda.

Posted this 31st day of May, 2012 prior to 6:00 p.m.

Notice of City Council Workshop Meeting

I. Call Meeting To Order

II. Consider and Possible Action

1. Consideration and General Discussion of Any and All Issues relating to City Council Committee Assignments, Rules of Council Conduct, Council Seating on Dais, Broadcasting City Council Meetings; and Related Matters

 [Attachments](#)

III. ADJOURN

At any time during the Regular City Council Meeting, the City Council may adjourn into an Executive Session, as needed, on any item listed on the agenda for which state law authorizes Executive Session to be held

*Per Texas Attorney General Opinion No. JC-0169; Open Meeting & Agenda Requirements, Dated January 24, 2000: The permissible responses to a general member communication at the meeting are limited by 551.042, as follows: "SEC.551.042. Inquiry Made at Meeting. (a) If, at a meeting of a government body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the subchapter, the notice provisions of this subchapter, do not apply to:(1) a statement of specific factual information given in response to the inquiry; or (2) a recitation of existing policy in response to the inquiry. (b) 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.



CITY OF KYLE, TEXAS

City Council Workshop, 6-5-12

Meeting Date: 6/5/2012
Date time: 6:00 PM

Subject/Recommendation: Consideration and General Discussion of Any and All Issues relating to City Council Committee Assignments, Rules of Council Conduct, Council Seating on Dais, Broadcasting City Council Meetings; and Related Matters

Other Information:

Budget Information:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [City Council Committees Ordinance](#)
 - [Rules of City Council](#)
 - [Ord. #551, Economic Development Committee Ordinance](#)
 - [Staff Liaison Assignments, Updated](#)
 - [Ord. #550, City Council Committees](#)
 - [Ord. #672, Amending Council Committee Ordinance](#)
-

ORDINANCE NO. 550

AN ORDINANCE OF THE CITY OF KYLE, TEXAS, ESTABLISHING THE STRATEGIC PLANNING AND FINANCE COMMITTEE, THE COMMUNITY RELATIONS COMMITTEE, THE PUBLIC WORKS & SERVICE COMMITTEE, THE MOBILITY COMMITTEE, THE PARKS AND RECREATION COMMITTEE, AND THE SAFETY & EMERGENCY SERVICES COMMITTEE; RENAMING THE PARKS AND RECREATION BOARD AND REVISING TERMS OF OFFICE; AMENDING CONFLICTING ORDINANCES; PROVIDING FOR DUTIES, MEMBERSHIP, TERMS, APPOINTMENTS; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Kyle desires to establish committees to promote efficient governmental operations and involvement of citizens in community issues;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Committees Established. The following committees of the City of Kyle are hereby created:

- (a) The Strategic Planning and Finance Committee;
- (b) The Community Relations Committee;
- (c) The Parks and Recreation Committee;
- (d) The Public Works & Service Committee;
- (e) The Mobility Committee; and
- (f) The Safety and Emergency Services Committee

Section 3. Duties.

(a) General Duties. The committees shall function in an advisory capacity only to the Council, and in such advisory capacity shall have the responsibilities and duties set forth in Section 3(b), as well as any other functions and duties assigned by Council. Each committee shall report to the Council once each quarter following the committee's quarterly meeting.

(b) Specific Duties. The committees shall have the following responsibilities and duties:

- (1) Strategic Planning and Finance Committee: To study and recommend options for strategic planning and goal-setting; to assist in coordinating efforts to implementing City goals; and to recommend issues for in-depth study by the other committees.
- (2) Community Relations Committee: To coordinate and promote the exchange of information

related to neighborhood and community issues; to provide information regarding City and community services; to study and recommend options for addressing neighborhood and community issues; to facilitate recognition of members of the community.

(3) Parks and Recreation Committee:

- a. Parks and Recreation Board Renamed. The Parks and Recreation Board shall hereinafter be known as the Parks and Recreation Committee.
- b. General Duties. To provide the Parks and Recreation Director with advice and recommendations on all policies, rules, and regulations relating to public parks and recreation programs. The Parks and Recreation Committee may act as a public forum for citizens to address concerns over city parks and recreation activities. The Parks and Recreation Committee shall provide advisory oversight of public playgrounds, athletic fields, recreation centers and other facilities and activities on property owned or controlled by the city and designated as a public park, or on other properties with the consent of the owners and authorities thereof. It shall have the responsibility to recommend any form of recreation activity that will employ the leisure time of the people in a constructive and wholesome manner. The Parks and Recreation Committee shall assist the City Council as needed or requested. Under certain circumstances and when deemed appropriate by the City Manager and/or Parks and Recreation Director, the Parks and Recreation Committee may review requests for permits and make a recommendation relative to said requests for use and/or reservation of city parks or city park facilities.
- c. Master Plan. The Parks and Recreation Committee is to recommend a comprehensive plan that shall address the city's park and recreation needs as a whole and each park within the system individually and present said plan to the City Council for approval. In the development of the Master Plan, the Parks and Recreation Committee shall employ all reasonable means to solicit input from the general public, including but not limited to the formation of a citizen advisory committee appointed by the Mayor and Council. Once approved by the City Council, the master plan may not be altered without the formal consent of the Council. The Parks and Recreation Committee, through the Parks and Recreation Director, is to present annual reports on the status of each park, and the master plan as a whole, on an annual basis.
- d. Gifts and Donations. The Parks and Recreation Committee is authorized to solicit gifts and bequests of money or other personal property, or donations to be applied, principle or income, for either temporary or permanent use for playgrounds or other recreational purposes. All such gifts and bequests shall be made and received directly by the city and placed in a special account or fund established for such purposes.
- e. Cooperation with Other Agencies. The Parks and Recreation Committee, working through the Parks and Recreation Director, is authorized to work jointly with the other city departments and, upon approval of an agreement by the City Council, with other political subdivisions to provide and establish, operate, conduct, and maintain a

supervised recreation system and to acquire, operate, improve, and maintain property, both real and personal, for parks, playgrounds, recreation centers and other recreation facilities and activities. The Parks and Recreation Committee is authorized to work and cooperate with local little league, soccer, softball and similar organizations with respect to the establishment and scheduling of leagues and activities.

- (4) Public Works and Service Committee: To study, inform/educate the public about, and recommend options related to community service programs, organizations, and facilities including, but not limited to the Library, seniors programs, and Meals on Wheels.
- (5) Mobility Committee: To study and recommend options for improvement of roads, mass transportation, and mobility and participation in CAPMetro opportunities.
- (6) Safety and Emergency Service Committee: To study and recommend options for emergency procedures and management and the promotion of the public safety.

Section 4. Membership and Appointments; Term of Office and Vacancy.

- (a) Membership and Appointment. Each committee shall be composed of one City Council member (the "Council committee member") and six (6) residents of the City (the "citizen members"), with one citizen member chosen from each single member voting district and three citizen members chosen from the City at large (the "citizen members"). It is the intent of this ordinance that each Council member shall serve on one committee, but Council members may be appointed to serve on more than one committee. The City Council shall appoint the members of the committees upon the recommendation of the Mayor. The Chairperson of each committee shall recommend citizen members to the Mayor, with consultation from a City staff liaison from the department that performs duties most similar to that of the committee. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another City board or commission.
- (b) Citizen Members' Terms and Vacancy. The citizen members of each Committee shall serve for a two (2) year term; provided that the citizen members appointed to the odd-numbered places in 2008 shall serve until September 30, 2009. The places occupied by the citizen members of each Committee shall be identified by Place Numbers Two (2) through Seven (7). The citizen members from District 2, District 4, and District 6 shall hold Place Number 2, Place Number 4, and Place Number 6, respectively. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the City Council upon the recommendation of the Mayor in accordance with Section 4(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two (2) year term, subject to term limitations.

- (c) Council Committee Members' Terms and Vacancies. The place occupied by the Council committee member shall be identified as Place Number One (1). The City Council shall assign Council committee members to any vacant places in June of each year; provided that the initial appointments may be made at anytime after the effective date of this Ordinance. Council committee member's term shall expire upon the expiration of the member's term on the City Council. Council committee members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms by appointment by the City Council. Newly appointed members shall be installed at the first regular committee meeting after their appointment.
- (d) Transition of Parks and Recreation Committee Members. The current members of the Parks and Recreation Committee shall serve until expiration of their terms. The seat numbers assigned to the current members shall correspond to the Place Numbers established in Section 4(b). Vacancies shall thereafter be filled in accordance with this Ordinance.
- (e) Continued Service. When the term of office for a member expires, the member shall continue to serve until a new member is appointed to the member's place.
- (f) Compensation. Committee members shall serve without compensation.
- (g) Chairperson and Vice-Chairperson. The Council committee member shall serve as the Chairperson and the Vice-Chairperson shall be appointed by the Committee. The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.
- (h) Dismissal of Members. The Council shall have the authority to dismiss members with or without cause or to abolish any committee with or without cause.

Section 5. Committee Meetings.

- (a) Regular Meetings. Each committee shall hold at least one (1) regular meeting each quarter and shall prescribe by rule regular meeting dates at a regular meeting place. The Chairperson shall prepare an agenda of each meeting and shall post a copy of the agenda in the City Hall for a period of at least 72 hours prior to the time of the meeting.
- (b) Special Meetings. The committees may hold special meetings upon the request of the Chairperson, the Mayor, the City Administrator, City Attorney, or upon the written request of three (3) committee members.
- (c) Quorum. A quorum shall consist of four (4) members. A motion to approve any matter before a committee or to recommend approval of any request requiring City Council action shall require a majority vote of the quorum members present.
- (d) Voting. Voting shall be by role call vote, and the Chairperson shall be entitled to vote on any matter before the committee.

Section 6. Removal Upon Excessive Unexcused Absences From Meetings or Moving Outside City Limits.

(a) Unexcused Absences. If a member of a committee is absent for three regular consecutive meetings, the member's office is considered vacant unless the member is sick or has first obtained a leave of absence at a regular meeting. The committee in question shall be the judge of whether the member has had three such consecutive unexcused absences.

(b) Moving Outside City Limits. Membership on a committee is automatically terminated if a member moves outside the City limits.

Section 7. Repeal of Conflicting Ordinances. Sections 1, 2, 3, 4, and 5, Article I, Ordinance Number 461 are hereby repealed. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

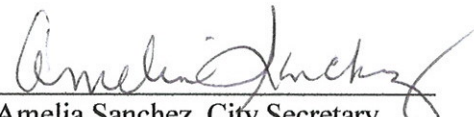
Section 8. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

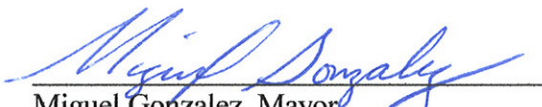
PASSED AND APPROVED on this the 2nd day of September, 2008.

FINALLY PASSED AND APPROVED on this the 7th day of October, 2008.

ATTEST:

THE CITY OF KYLE, TEXAS


Amelia Sanchez, City Secretary


Miguel Gonzalez, Mayor

ORDINANCE NO. 551

**AN ORDINANCE OF THE CITY OF KYLE, TEXAS, ESTABLISHING
THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE;
PROVIDING FOR DUTIES, MEMBERSHIP, TERMS, APPOINTMENTS;
AND PROVIDING FOR RELATED MATTERS.**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Committee Established. The Economic Development and Tourism Committee (the "Committee") is hereby created.

Section 3. Duties. The Committee shall function in an advisory capacity only to the Council, and in such advisory capacity shall study and recommend options for the promotion of tourism and economic development; communicate/coordinate with City staff. The Committee shall report to the Council once each quarter following the Committee's quarterly meeting.

Section 4. Membership and Appointments; Term of Office and Vacancy.

(a) **Membership and Appointment.** The Committee shall be composed of one City Council member (the "Council committee member") and six (6) residents of the City (the "citizen members"), with one citizen member chosen from each single member voting district and three citizen members chosen from the City at large (the "citizen members"). The City Council shall appoint the members of the Committee upon the recommendation of the Mayor. The Chairperson shall recommend citizen members to the Mayor, with consultation from the Director of Economic Development. In making citizen member appointments, preference shall be given to persons who do not already serve on another City board, committee, or commission.

(b) **Citizen Members' Terms and Vacancy.** The citizen members of the Committee shall serve for a two (2) year term; provided that the citizen members appointed to the odd-numbered places in 2008 shall serve until September 30, 2009. The places occupied by the citizen members shall be identified by Place Numbers Two (2) through Seven (7). The citizen members from District 2, District 4, and District 6 shall hold Place Number 2, Place Number 4, and Place Number 6, respectively. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two terms. Vacancies shall be filled for unexpired terms by appointment by the City Council upon the recommendation of the Mayor in accordance with Section 4(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointments. Members shall be eligible for

re-appointment at any time following the termination of their two (2) year term, subject to term limitations.

- (c) Council Committee Member's Terms and Vacancies. The place occupied by the Council committee member shall be identified as Place Number One (1). The City Council shall assign the Council committee member in June of each year that a vacancy is created due to the results of the May election; provided that the initial appointment may be made anytime after the effective date of this Ordinance. The Council committee member's term shall expire upon the expiration of the member's term on the City Council. The Council committee member may be appointed to succeed him- or herself. Vacancies shall be filled for unexpired terms by appointment by the City Council. Newly appointed members shall be installed at the first regular committee meeting after their appointment.
- (d) Transition of Current Committee Members. The current Committee is made up of six citizen members and two Council committee members. The places occupied by the council committee members shall be identified as Place Number Seven (7) and Place Number Eight (8). The citizen members of the Committee shall serve until September 30, 2009. Vacancies shall thereafter be filled in accordance with this Ordinance and citizen members shall thereafter serve for the term set forth in Section 4(b); provided that the citizen members appointed to the even-numbered places in 2009 shall serve until September 30, 2010. The Council committee members shall serve for the term set forth in Section 4(c). Place Number Eight shall be abolished upon the earlier occurrence of a vacancy in Place Number Eight or the date that the City Council members elected in the May 2010 election qualify for office.
- (e) Continued Service. When the term of office for a member expires, the member shall continue to serve until a new member is appointed to the member's place.
- (f) Compensation. Committee members shall serve without compensation.
- (g) Chairperson and Vice-Chairperson. The Council committee member shall serve as the Chairperson and the Vice-Chairperson shall be appointed by the Committee. The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.
- (h) Dismissal of Members. The Council shall have the authority to dismiss members with or without cause or to abolish any committee with or without cause.

Section 5. Committee Meetings.

- (a) Meetings. Each committee shall hold at least one (1) regular meeting each quarter and shall prescribe by rule regular meeting dates at a regular meeting place. The committees may hold special meetings upon the request of the Chairperson, the Mayor, the City Administrator, City Attorney, or upon the written request of three (3) committee members.
- (b) Quorum. A quorum shall consist of four (4) members. A motion to approve any matter before a committee or to recommend approval of any request requiring City Council action shall require a majority vote of the quorum members present.

(c) Voting. Voting shall be by role call vote, and the Chairperson shall be entitled to vote on any matter before the committee.

Section 6. Removal Upon Excessive Unexcused Absences From Meetings or Moving Outside City Limits.

(a) Unexcused Absences. If a member of the Committee is absent for three regular consecutive meetings, the member's office is considered vacant unless the member is sick or has first obtained a leave of absence at a regular meeting. The Committee shall be the judge of whether the member has had three such consecutive unexcused absences.

(b) Moving Outside City Limits. Membership on the Committee is automatically terminated if a member moves outside the City limits.

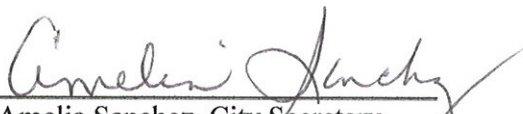
Section 7. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED on this the 7th day of October, 2008.

FINALLY PASSED AND APPROVED on this the 7th day of October, 2008.

ATTEST:

THE CITY OF KYLE, TEXAS


Amelia Sanchez, City Secretary


Miguel Gonzalez, Mayor

ORDINANCE NO. 672

AN ORDINANCE OF THE CITY OF KYLE, TEXAS, AMENDING PART II, CHAPTER 2, ARTICLE III, DIVISION 4, SUBDIVISION I & II OF THE CITY OF KYLE MUNICIPAL CODE DEALING WITH THE STRATEGIC PLANNING AND FINANCE COMMITTEE, THE COMMUNITY RELATIONS COMMITTEE, THE PUBLIC WORKS & SERVICE COMMITTEE, THE MOBILITY COMMITTEE, THE PARKS AND RECREATION COMMITTEE, THE SAFETY & EMERGENCY SERVICES COMMITTEE, AND THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE; REVISING MEMBERS OF OFFICE; REVISING DUTIES, MEMBERSHIP, TERMS, APPOINTMENTS; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Kyle desires to establish committees to promote efficient governmental operations and involvement of citizens in community issues;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Part II, Chapter 2, Article III, Division 4, Subdivision I. The following paragraphs are hereby amended in their entirety as follows:

Sec. 2-103. - Membership and appointments; term of office and vacancy.

- (a) *Membership and appointment.* Each committee shall be composed of seven members: seven residents of the city (the "citizen members"), with one citizen member chosen from each single member voting district and three citizen members chosen from the city at large (the "citizen members") and one chairperson member chosen from the city at large. The city council shall appoint the members of the committees upon the recommendation of the mayor. The chairperson of each committee shall recommend members to the mayor, with consultation from a City staff liaison from the department that performs duties most similar to that of the committee. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another city board or commission.
- (b) *Citizen members' terms and vacancy.* The citizen members of each Committee shall serve for a two-year term; The places occupied by the citizen members of each committee shall be identified by place numbers one through seven. The chairperson shall hold place number 1. The citizen members from district 2, district 4, and district 6 shall hold place number 2, place number 4, and place number 6, respectively. Places 3, 5 and 7 shall be held by the remaining three at large appointees. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the city council upon the recommendation of the Mayor in accordance with subsection 2-103(a), but no member shall be appointed for a term in

excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two-year term, subject to term limitations.

(c) *REPEALED*

(g) *Chairperson and vice-chairperson.* The city council shall appoint the chairperson and the vice-chairperson shall be appointed by the committee. The vice-chairperson shall serve as chairperson in the absence of the chairperson.

Section 3. Part II, Chapter 2, Article III, Division 4, Subdivision II. The following paragraphs are hereby amended as follows:

Sec. 2-113. - Membership and appointments; term of office and vacancy.

(a) *Membership and appointment.* The committee shall be composed of seven members: seven residents of the city (the "citizen members"), with one citizen member chosen from each single member voting district and three citizen members chosen from the city at large (the "citizen members") and one chairperson member chosen from the city at large. The city council shall appoint the members of the committees upon the recommendation of the mayor. The chairperson of the committee shall recommend members to the mayor, with consultation from the director of economic development. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another city board or commission.

(b) *Citizen members' terms and vacancy.* The citizen members of each Committee shall serve for a two-year term; The places occupied by the citizen members of each committee shall be identified by place numbers one through seven. The chairperson shall hold place number 1. The citizen members from district 2, district 4, and district 6 shall hold place number 2, place number 4, and place number 6, respectively. Places 3, 5 and 7 shall be held by the remaining three at large appointees. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the city council upon the recommendation of the Mayor in accordance with subsection 2-103(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two-year term, subject to term limitations.

(c) *REPEALED*

(d) *REPEALED*

(g) *Chairperson and vice-chairperson.* The city council shall appoint the chairperson and the vice-chairperson shall be appointed by the committee. The vice-chairperson shall serve as chairperson in the absence of the chairperson

Section 7. Repeal of Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby

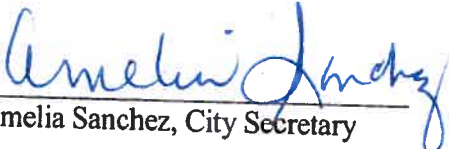
amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

Section 8. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED on this the 6 day of September, 2011.

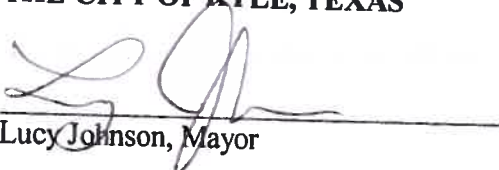
FINALLY PASSED AND APPROVED on this the 6 day of September, 2011.

ATTEST:



Amelia Sanchez, City Secretary

THE CITY OF KYLE, TEXAS



Lucy Johnson, Mayor

AN ORDINANCE OF THE CITY OF KYLE, TEXAS, AMENDING PART II, CHAPTER 2, ARTICLE III, DIVISION 4, SUBDIVISION I & II OF THE CITY OF KYLE MUNICIPAL CODE DEALING WITH THE STRATEGIC PLANNING AND FINANCE COMMITTEE, THE COMMUNITY RELATIONS COMMITTEE, THE PUBLIC WORKS & SERVICE COMMITTEE, THE MOBILITY COMMITTEE, THE PARKS AND RECREATION COMMITTEE, THE SAFETY & EMERGENCY SERVICES COMMITTEE, AND THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE; REVISING MEMBERS OF OFFICE; REVISING DUTIES, MEMBERSHIP, TERMS, APPOINTMENTS; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Kyle desires to establish committees to promote efficient governmental operations and involvement of citizens in community issues;

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Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Part II, Chapter 2, Article III, Division 4, Subdivision I. The following paragraphs are hereby amended in their entirety as follows:

Sec. 2-103. - Membership and appointments; term of office and vacancy.

- (a) *Membership and appointment.* Each committee shall be composed of seven members: seven residents of the city (the "citizen members"), with one citizen member chosen from each single member voting district and four citizen members chosen from the city at large (the "citizen members"). The city council shall appoint the members of the committees upon the recommendation of the mayor. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another city board or commission.
- (b) *Citizen members' terms and vacancy.* The citizen members of each Committee shall serve for a two-year term; The places occupied by the citizen members of each committee shall be identified by place numbers one through seven. The citizen members from district 2, district 4, and district 6 shall hold place number 2, place number 4, and place number 6, respectively. Places 1, 3, 5 and 7 shall be held by the at large appointees. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two consecutive terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the city council upon the recommendation of the Mayor in accordance with subsection 2-103(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two-year term, subject to term

limitations.

- (g) *Chairperson and vice-chairperson.* The committee shall determine the chairperson and the vice-chairperson. The vice-chairperson shall serve as chairperson in the absence of the chairperson.

Section 3. Part II, Chapter 2, Article III, Division 4, Subdivision II. The following paragraphs are hereby amended as follows:

Sec. 2-113. - Membership and appointments; term of office and vacancy.

- (a) *Membership and appointment.* Each committee shall be composed of seven members: seven residents of the city (the "citizen members"), with one citizen member chosen from each single member voting district and four citizen members chosen from the city at large (the "citizen members"). The city council shall appoint the members of the committees upon the recommendation of the mayor. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another city board or commission.
- (b) *Citizen members' terms and vacancy.* The citizen members of each Committee shall serve for a two-year term; The places occupied by the citizen members of each committee shall be identified by place numbers one through seven. The citizen members from district 2, district 4, and district 6 shall hold place number 2, place number 4, and place number 6, respectively. Places 1, 3, 5 and 7 shall be held by the at large appointees. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two consecutive terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the city council upon the recommendation of the Mayor in accordance with subsection 2-103(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two-year term, subject to term limitations.
- (g) *Chairperson and vice-chairperson.* The committee shall determine the chairperson and the vice-chairperson. The vice-chairperson shall serve as chairperson in the absence of the chairperson.

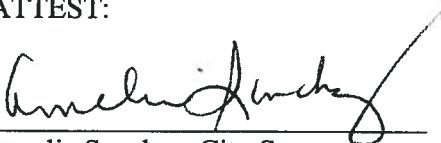
Section 7. Repeal of Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

Section 8. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

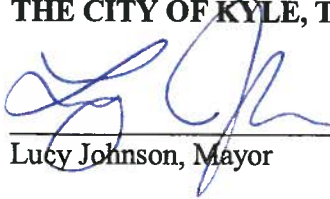
PASSED AND APPROVED on this the 20 day of March, 2012.

FINALLY PASSED AND APPROVED on this the 3rd day of April, 2012.

ATTEST:



Amelia Sanchez, City Secretary

THE CITY OF KYLE, TEXAS


Lucy Johnson, Mayor

Staff Liaison Assignments

<u>Committee</u>	<u>Liaison</u>
Board of Adjustments	Sofia Nelson
Sign Advisory Board	Mario Perez
Civil Service Commission	Sandra Duran
Community Relations	Jerry Hendrix
Economic Development	Diana Blank
Ethics Commission	Amelia Sanchez
Hays Caldwell Pubic Utility Agency	James Earp
Historical Preservation Committee	Mario Perez
Library Board	Connie Brooks
Long Range Planning	Sofia Nelson
Mobility	Steve Widacki
Parks & Recreation	Kerry Urbanowicz
Planning & Zoning	Sofia Nelson
Public Works	Harper Wilder
Safety & Emergency Services	Jeff Barnett
Strategic Planning & Finance	Perwez Moheet
Tax Increment Reinvestment Zone Board	Perwez Moheet
Train Depot Board	Jerry Hendrix

Staff Liaison Duties

Staff Liaisons represent the City Manager to City Council-appointed committees, commissions, boards, and corporations. Council Liaisons represent the Council. Staff Liaisons are communicators to committees. Staff liaisons support City regulations and do not make recommendations to go against those regulations.

1. **Follow the law:**
 - a. Open Meetings Act
Staff liaisons will insure that all agendas for Committees, Commissions, Boards, Corporations are posted 72 hours ahead of time at the City Hall posting area, just outside the main entrance to City Hall and on the city website.
 - b. Purchasing procedures/laws
 - c. City Codes
 - d. Minutes
 - e. Follow existing procedures
 - f. Budgeting
 - g. Ethics Ordinance
2. **Communicate:**
 - a. With our assigned Committee/Board/Commission/Corporation
 - b. With the City Manager and appropriate Staff
(Any controversy, spending money, use of time, or background information)
3. **Attend all meetings of our assigned Committee/Board/Commission or Corporation.**
4. **Communicate to Council as a facilitator for the assigned Committee:**
We cannot expect volunteers to do all the work. Staff liaisons, are the consistent factor in helping our volunteer committees/boards/commissions and corporations be successful!
5. **Orientation & Training – Appointment Letters:**
A Staff liaison will be responsible for arranging, scheduling and designing the Orientation and Training for all new and existing members. Liaison will make sure new members are formally notified of their assignment to the Committee by an appointment letter and make sure new and existing members are aware of their Committee responsibilities and assignments.
6. **Ethics Training:**
Staff Liaisons will insure that all committee members receive a copy of the City Ethics Ordinance and are trained in its application.

RESOLUTION NO. 445

A RESOLUTION OF THE CITY OF KYLE, TEXAS, AMENDING THE CITY OF KYLE RULES OF CITY COUNCIL, PROVIDING FOR MEETINGS, AGENDA, COUNCIL PROCEEDINGS, PARLIAMENTARY PROCEDURE, DEBATE, DECORUM, COMMITTEES, APPOINTMENT TO BOARDS, COMMISSIONS, AND COMMITTEES, AND CITIZEN PARTICIPATION AT MEETINGS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, Article III of the Kyle City Charter provides that City Council may determine and define the rule of its proceedings and require certain decorum it deems necessary to properly transact the business of the city; and,

Whereas, the *City of Kyle Rules of City Council* were developed by the City Manager and City Council establishing rules, regulations, and by-laws for conduct and procedures at all meetings of the City Council, and same were formally adopted by the City Council on December 7, 2002; and,

Whereas, the Mayor and City Council have now reviewed and agreed upon certain amendments to the *Rules of City Council* to establish rules and procedures for establishing Council Advisory Committees and appointments to boards, commissions and/or committees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The revised *City of Kyle Rules of City Council*, a copy of which is attached hereto marked "Exhibit A" and made part of this Resolution as if copied verbatim herein, are hereby approved and adopted as written.

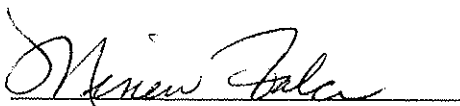
Section 3. Effective Date. This Resolution shall take effect from and after the date of its passage as authorized by the Charter of the City of Kyle.

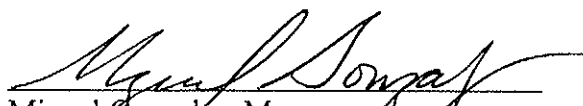
Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

FINALLY PASSED AND APPROVED on this the 19th day of July, 2005.

ATTEST:

THE CITY OF KYLE, TEXAS


Minerva Falcon, City Secretary


Miguel Gonzalez, Mayor

CITY OF KYLE

RULES OF CITY COUNCIL

Effective immediately following adoption of these rules, the following rules, regulations, and bi-laws will be adhered to by the Kyle City Council. They shall remain in effect unless otherwise changed by formal approval by City Council. Such action is authorized and is in keeping with **Kyle City Charter**, Article III, Section 3.05, which states, in part, that the City Council may determine the rules of its proceedings.

A. MEETING- Three types of meetings are recognized:

1. **Regular Meetings** will be held on the first and third Tuesday night of each month. The fourth Tuesday night of each month shall be informally reserved for other meetings, and such meetings shall be called in accordance with the stipulations indicated in this section. Unless determined otherwise, such meetings will be held at the City Hall in the Council Chamber commencing at 7:00 P.M.
2. **Special Meetings** are subject to call by the Mayor or City Manager, subject to a majority will. Except in unusual circumstances, these meetings will be held at the City Hall at a stated time. The purpose of such meeting is to act upon matters of an emergency nature that should not be delayed until a Regular Meeting. Minutes of such meeting will be maintained as a Special Meeting.
3. **Workshop Meetings** are subject to call by the Mayor or, City Manager, or Councilmember, subject to a majority will. The time, place and purpose will be stated at each instance. The purpose of such meeting shall be to discuss in-depth or to explore matters of interest to the City, such as a meeting with one of the City's appointed committees, or the Council alone may wish to explore a matter in great detail.

B. AGENDA - The following stipulations relate to the Agenda for Meetings of the Council:

1. All Councilmembers may submit agenda items to the City Manager. Agenda items must reach the City Manager's Office at 5:00 P.M. seven (7) days prior to the Regular Meeting.

A Councilmember may submit no more than three (3) agenda items per meeting. All items submitted by the deadline will appear on the agenda for the meeting. The Mayor, working in conjunction with the City Manager will exercise the best judgment in determining what other business items *are* the most important for placement on the agenda for consideration by the Council.

When an individual Councilmember requests that an item be included on the meeting agenda, the City Manager and/or staff shall not be compelled to conduct any research or preparation for such agenda item. Any direction to the staff or request for information relative to said agenda item, other than public records, shall be provided by a majority of the Council, subsequent to discussion of such item at the meeting.

2. Any Department Head wishing to have an item placed on the agenda shall submit that item to the City Manager's office for approval. The City Manager may establish procedures for submission of routine items without his approval.
3. Council Agenda Packets for all Regular Meetings will be developed and delivered to Councilmembers no less than four (4) days preceding meetings. This should afford ample opportunity for all Councilmembers to inquire into the nature of each matter to be discussed or personally investigate the matter so as to better inform himself/herself before a Council Meeting.
4. Council Agenda Packets shall be exclusively developed for and distributed to the Mayor, City Council, and City Manager; and the appropriate staff as determined by the City Manager.

5. The City Secretary's Office will assume responsibility for posting a copy of the agenda advising the public of any public meetings as required by law and/or these rules. Said agenda will be posted at the designated public sites at least twenty-four (24) hours preceding the time of the meeting. The City Manager and City Secretary will work jointly to assume responsibility for compliance with the Texas Open Meeting Law.

6. At any Special Meeting called pursuant to Section A-2. above, Council shall restrict its discussion and action solely to the item or items contained on the agenda for that meeting. However, other matters of an emergency or urgent nature and requiring the action of Council prior to the next regularly scheduled Council Meeting may be considered at any such Special Meeting upon a majority vote of the Council.

7. The purpose of Workshop Meetings is to explore or discuss city business without taking specific action. The general public can, of course, attend such meeting if they wish, but they may not participate in the proceedings unless invited to do so. Occasionally, public hearings may be held at Workshop Meetings for the convenience of the public.

C. COUNCIL PROCEEDINGS - These procedures shall apply to all meetings of the City Council.

1. **Chair** - The Mayor shall be the presiding officer at all meetings of the City Council and have a voice in all of its proceedings. In event of the absence of the Mayor, the Mayor Pro-Tem, shall be the presiding officer. In the event of the absence of the Mayor and Mayor Pro-Tem, the meeting shall be rescheduled.

2. **Roll Call** - The presiding officer shall take the Chair at the hour appointed for Council to meet, and shall immediately call the City Council to order. The roll shall then be taken by the City Secretary, who shall enter in the minutes of each meeting the names of members present. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses and cause the City Secretary to inquire as to the attendance of the absent members.

3. **Addressing the Chair** - Councilmembers shall speak in Council Meetings only upon being recognized by the Mayor or Chair, whose recognition shall not be withheld. A Councilmember shall signal his or her request for recognition by raising his or her hand.

4. **Voting** - All members of the Council present shall vote upon every issue, subject or matter properly before the Council and requiring a Council vote; provided that, if any member of the Council has a conflict of interest that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issues, shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of Council present and voting, and not less than four (4) affirmative votes shall be required to pass, approve, adopt, take action on, or consent to any ordinance, resolution, action, matter, issue, or motion (*Kyle City Charter, Article III, Section 3.08*).

Recordation of Vote - At the discretion of the Mayor or Chair, any vote on a qualifying motion may be recorded by either a simultaneous voice vote of Councilmembers or by individual roll call. A roll call vote shall be taken and duly recorded upon request by any member of

5. **Excusal from Attendance** - No member shall be excused from attendance at a Council meeting except by a vote of a majority of the members present.

D. PARLIAMENTARY PROCEDURE - In conducting all meetings of City Council, it shall be Council's intent to follow Robert's Rules of Order and the following commonly used procedures:

PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE:

	<u>Debatable</u>	<u>Amenable</u>	<u>A Majority Vote (of those present)</u>
1. To adjourn	No	No	Yes
2. To take a recess	No	Yes	Yes
3. For the previous question	No	No	Yes
4. To continue to a time certain	Yes	Yes	Yes
5. To amend	Yes	Yes	Yes
6. To offer a substitute amendment	Yes	Yes	Yes
7. To postpone indefinitely	Yes	No	Yes
8. To table	Yes	No	Yes
9. To adjourn to Executive Session	Yes	Yes	Yes
10. To reconvene to Regular Session after Executive Session	No	Yes	Yes

1. **Opening an Item for Discussion** – The City Council shall discuss agenda items prior to their formal consideration by motion. To initiate such discussion, the Mayor or Chair shall introduce the agenda item, in most cases by reading the heading of the proposed legislation. After the Mayor or Chair has introduced the agenda item, he shall declare it “open for discussion”. Councilmembers shall then adhere to the procedures defined herein for general discussion or debate of the pending item.

2. **Handling a Motion** - The three steps by which a motion is normally brought before Council are as follows: (1) A Councilmember makes the motion, (2) another Councilmember seconds the motion, and (3) the Mayor or Chair states the question on the motion.

Neither the making nor the seconding of a motion places it before the Council; only the Mayor can do that, by the third step. When the Mayor has stated the question, the motion is pending. It is then open to further debate (parliamentary name given to any form of discussion of merits of a motion), if necessary.

Any Councilmember who has made a motion that has been duly placed before Council will have the right to speak first in debate, if so desired, after the Mayor has stated the question.

3. **Amending a Motion** - Amending a motion that is before Council allows for additional clarification of action pending before Council. After any motion is made and properly seconded, placing it before the Council, the Mayor or Chair shall ask if there are any questions or further discussion. If, as a result of the ensuing discussion, the Councilmember who made the motion wishes to amend, add to, and/or clarify his motion, he shall be permitted to do so before the vote is taken. Upon its proper seconding by a Councilmember, the amended motion shall be immediately put to a vote.

3. **Close Debate to Vote** - Any Councilmember may call for the question on any issue, and upon seconding by another Councilmember, the issue shall immediately be put to vote. This shall be done by the member calling for the previous question. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or amend motion, and the matter shall move on immediately.

Debate shall normally be closed after every Councilmember wishing to speak has been given every opportunity to speak and no Councilmember has any additional comments to make. When the debate appears to have closed, the Mayor or Chair shall ask if any Councilmember has a motion to make.

Additionally, any Councilmember may terminate debate by calling for the previous question. The effect of this motion is to immediately terminate debate on this motion, amendment, or amended motion and at once take a vote on the immediately pending question. If this is voted down, discussion continues.

4. **Reconsider** - Reconsidering previous Council action enables a majority of Council, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. The motion to reconsider has the following unique characteristics:

- a.) It can be made only by a member who voted with the prevailing side. In other words, a motion to reconsider can only be made by one who voted aye if the motion involved was adopted, or no if the motion was lost.
- b.) In a session of one day, such as an ordinary meeting, the motion to reconsider can be made only on the same day the vote to be reconsidered was taken.

E. DEBATE

1. **Limit Debate** - The Mayor and/or a majority of Council may agree to limit debate on any business before it. That agreement must be formalized by Council on a roll call vote.

2. **Assignment of the Floor for Debate** - When a measure is presented for consideration by the Council, the Mayor or Chair shall recognize the appropriate individual to present the case. If the Councilmember who made the motion that is immediately pending claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members. When two or more Councilmembers wish to speak, the Mayor shall select the individual who is to speak first. A motion can be made only by that Councilmember who has been recognized by the Mayor as having the floor.

3. The Mayor shall not be obligated to recognize any Councilmember for a second comment on the subject or amendment until every Councilmember wishing to speak has been allowed a first comment. Councilmembers shall also have the right to yield a portion of time to another member.

4. No Councilmember who has already had the floor in debate on the immediately pending question is entitled to it again on the same question, so long as any member who has not spoken on that question claims the floor.

5. No member of the Council shall interrupt another while speaking except to make a point of order or to make a point of personal privilege. When a Councilmember has been assigned the floor and has begun to speak, he cannot be interrupted by another member or the Mayor except for one of the following purposes, and only then when the urgency of the situation justifies it:

- a.) a Call for the Orders of the Day (requiring Council to conform to its agenda),
- b.) raising a question of privilege,
- c.) a Point of Order (calling of failure to observe these rules),
- d.) an inquiry that requires an immediate response.

F. DECORUM

1. **Dilatory & Improper Motions** - A motion is dilatory if it seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation. Parliamentary forms are designed to assist in the transaction of business. Even without adopting a rule on the subject, every deliberative assembly has the right to protect itself from the use of these forms for the opposite purpose. It is the duty of the Mayor or Chair to prevent Councilmembers from misusing the legitimate motions, merely to obstruct business.

Whenever the Mayor becomes convinced that one or more members are using parliamentary forms for obstructive purposes, he should rule that such motions are out of order.

2. No Councilmember shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation, or use language tending to hold a member of the City Council up to contempt.

3. If a Councilmember is speaking or otherwise transgressing the rules of the Council, the Mayor shall, or any Councilmember may, call him or her to order in which case he or she shall immediately be quiet unless permitted to explain. City Council itself shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise. If determined to have transgressed the rules by a majority of Council, said member may be subject to censure or other such punishment as the Council deems proper and consistent with City Ordinances and the City Charter.

G. COMMITTEES – The following provisions relate to the formation and operation of committees that are authorized by the City Council:

1. **Standing Advisory Committees** – Notwithstanding any conflicting provisions in the City Charter or City Ordinances, the Mayor may propose and the City Council may authorize by a majority vote, the creation of standing committees to study and make recommendations related to issues deemed appropriate by the City manager, Mayor and City Council. A standing committee may consist of up to nine (9) members, of which, no more than two may be members of the City Council. Public members of standing committees serve at the will of the Mayor and City Council; must be registered to vote in the City of Kyle and shall be appointed to two-year terms. A standing committee is advisory in nature only and may be dissolved by a majority vote of the City Council. To maximize citizen participation on standing committees, a public appointee may not be concurrently appointed to more than one standing committee. A Standing Committee may not be created for the purpose of exercising the City Council’s police powers and investigatory authority expressly authorized in Section 4.03, subsections (k) and (m) of the City Charter; nor for any purpose that is provided for in the City Ethics Ordinance and thus appropriately addressed by the City Ethics Commission established under Article XII of the City Charter.

2. **Ad hoc Advisory Committees** – Notwithstanding any conflicting provisions in the City Charter or City Ordinances, the Mayor may establish an Ad hoc Committee of no more than two council members and the City Manager or the City Manager’s designee to study and make recommendations regarding a short-term or specific concern properly brought before the City Council. The Mayor is not required to appoint but may appoint no more than two additional members of the public to an Ad hoc committee if the Mayor determines that an individual’s expertise in the matter to be considered will substantially assist the committee in making a recommendation to the City Council. An Ad hoc committee is advisory in nature only and is dissolved immediately upon the committee reporting back to the full City Council with a recommendation. An Ad hoc Committee may not be created for the purpose of exercising the City Council’s police powers and investigatory authority expressly authorized in Section 4.03, subsections (k) and (m) of the City Charter; nor for any purpose that is provided for in the City Ethics Ordinance and thus appropriately addressed by the City Ethics Commission established under Article XII of the City Charter.

H. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES – The following provisions govern the procedures for making appointments to boards, commissions and committees:

1. **Submission of Application** – The City Council shall adopt an application form that a member of the public must complete to be considered for an appointment to any board, commission or committee. The application shall request information necessary for the Mayor and City Council to make an informed decision regarding the applicant’s appointment. The application shall be submitted to the city administrative office and copies of all applications shall be provided to the Mayor, each member of the City Council and the City Manager.

The City Secretary shall keep a copy of each application for at least one (1) year or so long as a person has been appointed. A single application may be considered for multiple appointments. Before a nominee may be considered for confirmation by the City Council, an application must be submitted and filed with the City Secretary by 5:00 p.m. on Wednesday of the week immediately preceding the regularly scheduled City Council meeting in which the nominee is to be considered.

2. **Appointments to Boards and Commissions by the Mayor** – Consistent with the City Charter, the Mayor shall nominate individuals for appointments to all Boards and Commissions unless the City Charter expressly provides otherwise. Nominations for such appointments shall be individually confirmed by a simple majority vote of the City Council.
3. **Mayoral Appointments to Standing Committees** – Consistent with Section G.1 of the Rules of Council, the Mayor shall nominate two members of council to serve on each standing committee. Such an appointment must be confirmed by a simple majority vote of the City Council. Once appointed, a member of council serves a term on the committee that is concurrent with their term of office. A council member serving on a committee may voluntarily relinquish their appointment or may be removed by an affirmative vote of five (5) members of council.
4. **City Council Appointments to Standing Committees** – Consistent with Section G.1 of the Rules of Council, the Mayor and members of the City Council may each appoint one (1) qualified applicant to serve on each standing committee. Nominations for such appointments shall be individually confirmed by a simple majority vote of the City Council.
5. **Appointments to the Charter Commission** – As provided by Section 13.08 of the City Charter, the City Council shall appoint a Commission to review, hold hearings upon, and make recommendations for the amendment, if any, to the City Charter. Beginning with the year 2005, the City Council shall appoint and convene a Charter Commission every five (5) years. The Mayor and members of the City Council shall each appoint one (1) qualified applicant to serve on the Charter Commission. Nominations for such appointments shall be individually confirmed by a simple majority vote of the City Council.
6. **Selecting Board, Commission and Committee Chairs** – Unless otherwise expressly provided by the City Charter or City Ordinance, the Mayor shall select a member of each Board, Commission, Standing Advisory Committee and Ad hoc Advisory Committee to serve as the chairperson. The selection of a chairperson for a Board or Commission must be confirmed by a simple majority vote of Council. Confirmation by City Council is not required for the selection of a chair person for a Standing Advisory Committee or an Ad hoc Advisory Committee.

I. CITIZEN PARTICIPATION AT MEETINGS- Neither the Texas Open Meetings Act nor the Kyle City Charter require or compel the City Council to provide for citizen comments as part of Regular or Special business meetings as described herein. However, it shall be the policy of the Kyle City Council that reasonable efforts shall be made to accommodate or provide opportunities for comments and participation in such meetings by its citizens. The following procedures shall be utilized to provide for citizen participation:

1. All citizens attending any Regular or Special Council meeting will be asked to sign the roster provided. Their names will be added to the minutes of said meeting by the City Secretary as a matter of record.
2. Kyle citizens are encouraged to request discussion of any pertinent issue by City Council through the inclusion of said issues on meeting agendas in the manner discussed herein. It is the expressed desire of the City of Kyle to specifically address issues that are important to the general good and best interests of the community. However, said issues must be brought forward in a proper and constructive manner to assure their appropriate consideration.

3. All citizens and visitors proposing an item for consideration or discussion by City Council must request the placement of said item on the meeting agenda in accordance with the provisions of Section B-1 of these *Rules of Council*.
4. A "Citizens Comments" section may be listed upon each Regular Meeting agenda to allow for general comments on city issues from its residents. This item will be provided specifically for general comments from residents or citizens of the City of Kyle. When properly recognized by the Mayor under this agenda item, citizens will be limited to three (3) minutes for comments. The maximum time allotted for all "Citizens Comments" at any one meeting shall not exceed a total of fifteen (15) minutes.
5. As a general rule, Council and/or the staff shall not respond to questions or comments submitted under the "Citizens Comments" section of any meeting. Responses to said discussion will be considered for proper reply at an appropriate time. *Citizens are encouraged to submit requests for items of discussion in advance, so that all information germane to the subject they wish to be discussed can be available and considered.*
6. Citizens may, at the discretion of the Mayor or Chair of the meeting, participate in the discussion of any item of business as listed upon the meeting agenda. The Mayor or Chair of said meeting, may ask the citizens present if they wish to speak for or against any item as listed on the meeting agenda. If so, they may be given an opportunity to do so at the proper time, when duly recognized by the Mayor or Chair of the meeting.
7. All citizens as defined herein who wish to address Council shall complete a "Request to Address Council" form as provided prior to the meeting. Upon completion, said forms shall be submitted to either the City Secretary or the Mayor.
8. Citizens who wish to address a matter not on the agenda at a Regular Meeting may do so, but only under "Citizens Comments" as described above.
9. As a general rule, citizens may not participate in the discussion of the Council and staff at Workshop Meetings.
10. In the best interests of the City, the Mayor or Chair of the meeting may choose to alter some or all of these rules governing *Citizen Participation*, if deemed necessary to exact the appropriate information for consideration by Council.

J. MISCELLANEOUS

1. Approval of Minutes – Approval of and any amendments to minutes for council meetings shall only be considered as part of consideration for same on the appropriate meeting agenda. No member of Council shall request editing of the minutes as written by the City Secretary until the next Council meeting when same are submitted for given formal approval..
2. Amending the Rules - A majority vote of City Council is required to alter, amend, rescind, or supplement these rules. Any proposed alterations, amendments, or supplements shall be submitted in writing at a Regular Meeting and placed on the agenda for the next Regular Meeting. By majority-recorded vote of all members elected to Council, such proposed alterations, amendments, or supplements may be adopted at the meeting at which the same are submitted.