

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY AMENDING THE RULES OF CONDUCT FOR CITY COUNCIL ESTABLISHED IN RESOLUTION NO. 10016**

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**WHEREAS**, the purpose of a City Council meeting is to ensure that the business of government is conducted in a fair, timely, and orderly manner while allowing the citizens to participate effectively; and

**WHEREAS**, the City Council recognizes the need for rules to allow for an orderly and fair process for its citizens to address the Council and for Council to conduct its business; and

**WHEREAS**, the City Council will review "Rules of Conduct for Council" and amend the "Rules of Conduct for Council" that were approved on July 14, 2014 regular City Council Meeting.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:**

The following rules will apply for citizen participation:

1. A person wishing to address the City Council can provide input during the "Citizen-to-be-Heard" on items that are not on the agenda and for items listed on the agenda.
  - A person may submit written comments up to the meeting date at 5:00 pm via e-mail, regular mail, or fax:
    - i. Emailed to [leonvalleycitizen@leonvalleytexas.gov](mailto:leonvalleycitizen@leonvalleytexas.gov)
    - ii. Mail to: Leon Valley Citizen Comments  
6400 El Verde Road  
Leon Valley, TX 78238
    - iii. Faxed to (210) 684-4476
2. Citizens may address the City Council during the "Citizen-to-be-Heard" portion of the meeting:
  - The "Citizens-to-be-Heard" portion will allow citizens to address Council on items that are not on the agenda.
  - Citizens will be allowed a maximum of five (5) minutes to provide comments during the "Citizens-to-be-Heard" portion.
  - The "Citizens-to-be-Heard" portion of the meeting will be:
    - i. Prior to the beginning of the meeting; and
    - ii. At the end of each meeting.
  - The "Citizens-to-be-Heard" portion will be no longer than thirty (30) minutes at the beginning and end of each meeting.
    - i. The presiding officer may allow an additional thirty (30) minutes when high attendance is present.
3. Citizens will be allowed to address Council on items listed on the agenda.
  - Citizens who wish to address an item on the agenda will be allowed a maximum of three (3) minutes to comment; and
  - A maximum of (30) thirty minutes per agenda item will be allotted
    - i. The presiding officer may allow an additional thirty (30) minutes when high attendance is present.

4. All ceremonial items and informational presentations, if any, will be placed at 7:00 p.m. of scheduled business meetings.
5. A Councilmember who has spoken should refrain from speaking again until each Councilmember has had an opportunity to speak.
6. Council members shall not use devices for the purpose of communicating during a City Council meeting.
  - These devices include but are not limited to telephone, computer, I-Pad.
  - Communication includes but is not limited to e-mails, texts, and messaging.
7. Members of the public shall not shout, display unruly behavior, distract with side conversations, use profanity, threat of violence, or disrupt the orderly conduct of the meeting.
  - The presiding officer will request that a person who is disrupting the orderly conduct of the meeting to cease the disruption.
  - If the disruption continues, the presiding officer will warn the person that he or she will be required to leave the meeting room if the disruption continues.
  - If the person is asked to leave the meeting room and the person does not leave the meeting room, the presiding officer may order any peace officer at the meeting to remove the person from the meeting room.
8. Any item to be placed on the agenda requires the signatures of two (2) Council members, Mayor and the City Manager; agenda item documentation is needed 72 hours prior to the agenda being posted.
9. Meeting protocol will be posted on the City's website and City Hall bulletin board, where meeting agendas are displayed.
10. Robert's Rules of Order will take precedence for conduct not covered by these Council meeting rules.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 19th day of May, 2015.

**A P P R O V E D**

*Chris Riley*  
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**CHRIS RILEY**  
 Mayor

Attest: *Sandra Passailaigue*  
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**SAUNDRA PASSAILAIGUE, TRMC**  
 City Secretary

Approved as to Form: *[Signature]*  
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 City Attorney

