

**RULES OF PROCEDURE, CONDUCT AND DECORUM  
AT MEETINGS OF THE FLORESVILLE CITY COUNCIL**

**WHEREAS**, the City Council of the City of Floresville is tasked with the governance of the City and holds meetings of a variety of manners to gather information, take action, obtain input, and assist in the administration of the City;

**WHEREAS**, a critical part of such meetings is obtaining citizen input to hear the opinions, thoughts, and ideas of members of the community. In addition to the rights granted to each member of the public under the First Amendment, the laws of the State of Texas, and the Charter of the City, responsible governance requires that the residents and affected individuals of the City be given a voice before their governing body;

**WHEREAS**, such input must be of a nature to ensure civil discourse and prevent intimidation, discriminatory/inflammatory remarks, or personal attacks that would derail the sharing of ideas and detract from the purposes and goals of the meetings of the City Council; and

**WHEREAS**, it is therefore necessary to enact written and universal guidelines for conduct and decorum at City Council meetings that applies equally and fairly to all.

**THEREFORE, BE IT ESTABLISHED BY THE CITY COUNCIL OF THE CITY OF FLORESVILLE THAT:**

- I. All Regular, Special, Emergency, Workshops, Public Hearings, Town Halls, and Executive Session Meetings of the Floresville City Council will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Government Code.
- II. Regular, Special and Emergency Meetings and Workshops of the Floresville City Council are open to the public and to representatives of the press and media. In accordance with the exceptions established in the Texas Open Meetings Act, Executive Sessions of the City Council are not open to the public, the press or the media and only those individuals expressly requested or ordered to be present are allowed to attend Executive Session.
- III. The Floresville City Council adopted Roberts Rules of Order (11<sup>th</sup> Edition) at the Special Council Meeting of June 21, 2012. Except where in direct conflict with City Ordinance or State Law, the rules of procedure among the members of City Council shall be governed by these rules.
- IV. The Mayor (or Mayor Pro Tem in his/her absence) shall conduct any meeting of the City Council pursuant to Section 3.01(b) of the Charter, and shall be the Presiding Officer of

any meeting of the City Council.

- IV. At meetings of the City Council, the business of Floresville is conducted by and between the members of Floresville City Council and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of the City Council (except Executive Sessions) the public's participation therein is to be governed by the following:
- A. Audience participation is limited to the role of observers except for during designated comment periods or unless a member (or members) of the public is requested or invited to address the City Council on a particular issue (or issues).
  - B. Members of the public in attendance at any Regular, Special and/or Emergency Meeting of the City Council shall conduct themselves with proper respect and decorum in speaking to and/or addressing the City Council, in participating in public discussions before the City Council, and in all actions in the presence of the City Council. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking.
  - C. Each member of the public who appears before the City Council shall be limited to a maximum of five (5) minutes to make his/her remarks during the general comments period, and a maximum of one (1) minute to make his/her remarks during the comment period following each Consideration and Action item. During Public Hearings, each individual shall be granted as much comment time as necessary provided that the speaker remains on the topic of the hearing. Time for each speaker shall be maintained by the Mayor as Presiding Officer, or such other designated representative as he/she deems fit. During such comment periods, each individual is to address the City Council and not prior speakers, presenters, or other attendees.
  - D. It is the intention of the City Council to provide open access to the residents and affected persons of Floresville to address the City Council and express themselves on issues under consideration by the City Council. In accordance with such, members of the public in attendance at City Council meetings must be respectful of individuals making citizen comments before, during, and after such comments are made.
  - E. It is not the intention of Floresville City Council to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the City Council to allow a member (or members) of the public to insult the honesty and/or integrity of the City Council as a body, or any member or members of the City Council, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the City Council, members of the public, whether in

attendance or not, or any racial, ethnic, or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following immediate actions:

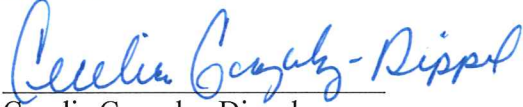
1. Cancellation of a speaker's remaining time;
  2. Removal from the meeting room;
  3. Such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas, or Ordinances of the City of Floresville.
- F. In addition to the foregoing, any refusal to abide by these Rules of Decorum and/or disruption of the meeting may result in a request by the Presiding Officer for the Floresville Police to remove the offending party, or to file criminal charges for disruption of a public meeting under Chapter 42, Texas Penal Code.
- V. Special Rules for the Press and Media:
- A. No media personnel or equipment, including lights, cameras or microphones will be located closer than ten feet 10' in front of the City Council dais or table.
  - B. Reporters and media technicians are required to structure their movements, equipment set-up and take-down and adjustments, etc. in such a manner as to not disrupt the City Council's deliberations or the ability of the public to see, hear, and participate in the proceedings.
  - C. Interviews by reporters, either print or electronic, shall not be conducted inside the City Council meeting room during the time the City Council is in session.
  - D. Media interviews which are conducted outside the City Council meeting room should be conducted in such a manner that the interview does not disturb, impede or disrupt the proceedings of any Regular, Special, Emergency, Workshop and/or Executive Session Meeting of the City Council.
- VI. The Floresville Police Department's appointed representative(s) shall serve as the Bailiff at all meetings of the City Council. It shall be the duty of the City Manager to coordinate with the Floresville Police Department on procedure for such. However, in the event of the absence of the Floresville Police Department, or in the event that there exists a conflict of interest between the Police Department and matters before the City Council, the Presiding Officer may appoint such other commissioned peace officers to serve as Bailiff as may be necessary.
- VII. In addition to the aforementioned meetings, from time to time, the City Council may

conduct town meetings and public hearings. These rules of procedure, conduct and decorum as set forth herein shall also apply to such town meetings and public hearings, however, the City Council may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.

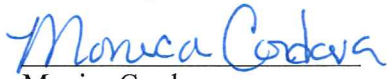
- VII. These Rules of Procedure, Conduct and Decorum at Meetings of the Floresville City Council shall be effective immediately upon adoption by the City Council and shall remain in full force and effect until amended or repealed by a majority vote of the City Council.

**ACTION BY THE CITY COUNCIL**

Upon motion duly made to approve Agenda Item 3g by Councilperson Nissen, seconded by Councilperson Johns, Agenda Item 3g was approved by a vote of 3 in favor, 0 opposed, 1 abstaining, and 1 absent on July 13, 2017.

  
Cecelia Gonzalez-Dippel  
Mayor

**Attest:**

  
Monica Cordova  
City Secretary