

AN ORDINANCE OF THE TOWN OF QUINTANA, TEXAS, CONTAINING A PREAMBLE; CONTAINING A SHORT TITLE; ADOPTING ROBERTS RULES OF ORDER; PROVIDING EXCEPTIONS; ESTABLISHING A REGULAR MEETING TIME; PROVIDING FOR SPECIAL AND EMERGENCY MEETINGS; ESTABLISHING A REGULAR MEETING PLACE; SPECIFYING THE CONTENTS OF THE MEETING AGENDA, PROVIDING FOR VARIANCES THEREFROM AND PROVIDING A PROCEDURE FOR THE PREPARATION THEREOF; PROVIDING LIMITATIONS ON THE COMMENTS OF VISITORS; PROVIDING FOR THE MANNER BY WHICH THE COUNCILMEN SHALL EXERCISE THEIR POWER; CONTAINING A SEVERANCE CLAUSE; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE FROM AND AFTER ITS PASSAGE AND APPROVAL.

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

Section One - Short Title

This ordinance shall be known and may be cited as "The Procedural Ordinance of the Town of Quintana, Texas."

Section Two - Roberts Rules of Order Adopted, Exceptions

The rules of parliamentary procedure known as Roberts Rules' of Order are hereby adopted and shall generally be followed at all meetings of the City Council of the Town of Quintana, Texas. Provided, however, this section shall not apply when a different method of proceeding is required by the ordinances of said Town (including this ordinance) or the constitution and laws of the State of Texas or the United States of America.

Section Three - Regular Meetings

The City Council of the Town of Quintana, Texas, shall have one (1) regular meeting per month to be held on the second Monday of each month. All regular meetings shall begin at seven o'clock p.m. The City Secretary under the direction of the Mayor shall be responsible for complying with the notice provisions of the Texas Open Meetings Act for all regular meetings.

Section Four - Special and Emergency Meetings

An emergency meeting is one held in case of an emergency or urgent public necessity where only two (2) hours notice thereof is required by the Texas Open Meetings Act. A special meeting is any meeting other than an emergency meeting or a regular meeting. A special meeting or an emergency meeting may be called by the Mayor or any three (3) of the Town Councilmen. Any request for a special or emergency meeting must be submitted to the City Secretary in writing and include the agenda item(s) requested. The City Secretary shall be responsible for complying with the notice provisions of the Texas Open Meetings Act. The time at which such meetings shall begin shall be the time specified in such notice.

Section Five - Meeting Place

All regular meetings of the City Council of the Town of Quintana, Texas, shall be held at the Town Hall location at 814 N. Lamar within the corporate limits of said Town. Unless otherwise designated in the posted notice of an emergency or special meeting, all emergency or special meetings shall also be held at the Town Hall.

Section Six – Agenda

(a) Contents of Agenda. The agenda of every regular, special and emergency meeting of the Board of councilmen of the Town of Quintana, Texas, shall comply with the requirements of the Texas Open Meetings Act and shall include the following items, to-wit:

- 1) Pledge
- 2) Approval of minutes of previous meeting
- 3) Comments and Visitors to Council
- 4) Old business, if any
- 5) New business
 - a) Public business
 - b) Closed executive session, if any
 - c) Action taken on matters discussed in closed executive session, if any
- 6) Adjournment.

Provided, however, the agenda for any emergency or special meeting may omit items (2), (3) and (4). Each item of business to be acted upon under "old business" or the "public business" section of "new business" shall be clearly stated to give reasonable notice of the subject matter but the items of business to be discussed in any "closed executive session" shall be set forth only by use of one or more of the categories contained in the Texas Open Meeting Act for which each closed session is authorized.

(b) Preparation of Agenda. The agenda for all meetings shall be prepared by the City Secretary. The agenda for any regular meeting shall contain any item of old business tabled from a previous meeting and any item of new business which the Mayor determines to place thereon. Additionally, the agenda of every regular meeting shall contain any other item of new business which any Councilmen may desire for the City Council to act on provided a request for the inclusion of such item is given by such Councilmen to both the Mayor and City Secretary not later than noon on the Monday preceding the regular meeting at which the matter is to appear on the agenda. The agenda for any emergency or special meeting shall contain such items of old business or new business as the person or persons calling such meeting desire to place thereon.

(c) Posting of Agenda and Distribution of Copies of Agenda and Meeting Minutes. In accordance with the Texas Open Meetings Act, the City Secretary shall post the agenda for all regular, emergency and special meetings on a bulletin board located at the regular meeting place of the City Council and which is accessible to the public at all times, within the same period of time, such person shall deliver or cause copies of such agenda to be delivered to the Mayor and each Councilmen, together with a copy of the minutes of any previous meeting the approval of which is an item on such agenda.

Section Seven - Limitation of Comments and Presentations of Visitors

Any visitor who addresses the City Council during that portion of the agenda of any meeting devoted to the business of visitors not on the agenda shall be limited to five (5) minutes unless extended by the affirmative vote of a majority of the members of the City Council present and voting at the meeting.

Section Eight - Method of Exercising Powers

All powers of the City Council of the Town of Quintana, Texas, shall be exercised by motion, duly seconded and entered upon the minutes of the meeting, except where an ordinance or formal written resolution is required by the ordinances of said Town or the constitution and laws of the State of Texas or the United States of America. Any motion, resolution or ordinance shall be considered adopted upon receiving the affirmative vote of a majority of the members of the City Council present and voting unless a larger number of affirmative votes is required by any ordinance of said Town or laws of the State of Texas.


Section Nine - Severance Clause

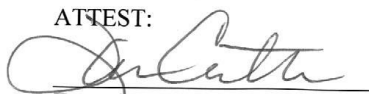
In the event any section or provision of this ordinance is found to be unconstitutional, void or inoperative by the final judgment of a court of competent jurisdiction, such defective provision, if any, is hereby declared to be severable from the remaining sections and provisions of this ordinance and such remaining sections and provisions shall remain in full force and effect.

Section Ten - Effective Date

This ordinance shall be effective immediately upon its passage. Any prior ordinance in conflict with the provisions hereof is repealed to the extent of the conflict.

READ, PASSED AND APPROVED on the 17th day of March, 2014.


Gary Wilson, Mayor
Town of Quintana, Texas

ATTEST:

Tammi Cimiotta
City Secretary

