



FARMERS BRANCH
TEXAS

Council Rules of Procedure

Study Session Meeting | July 15, 2025

Requested By: Mayor Pro Tem Tina Bennett-Burton

Council Rules of Procedure

Overview

Section 1 – Meetings

Section 2 – Agendas

Section 3 – Meeting Procedures

Section 4 – Citizen Participation at Meeting

Section 5 – Code of Conduct

Section 6 – Council and Staff Relations

Section 7 – Miscellaneous

Summary

Section 1 – Meetings

- Defines the various types of meetings held by Council
- Describes how each type of meeting is called
- Defines a quorum of the Council per the Charter

Section 2 – Agendas

- Outlines the process for preparing and posting meeting agendas
- Outlines the process for Council members to request agenda items
- Includes a new proposed rule preventing Council-sponsored items that have been resolved by the Council from being placed back on the agenda for a period of 12 months
- Outlines the process for amending or removing items from the agenda before posting (no items may be removed after posting)



Section 3 – Meeting Procedures

- Describes the parliamentary procedures that apply to meetings
- References Appendix A, which is intended as a quick reference guide for common motions and procedures used by Council members
- Outlines the duties of the presiding officer
- Outlines the process for Council members to discuss agenda items
- Describes voting procedures and miscellaneous procedural matters

Section 4 – Citizen Participation at Meetings

- Describes the procedure for the public to speak on agenda items for public comment
- Incorporates the recently adopted rules of decorum for public speakers (including prohibiting the throwing of items)



Section 5 – Code of Conduct

- Requires all Council members to adhere to the City's adopted Code of Ethics
- Describes the procedure for addressing Council member conflicts of interest
- Describes the rules governing the use of electronics during meetings
- Describes the procedure for resolving conflicts between members of Council during the meeting

Section 6 – Council and Staff Relations

- Outlines the procedure for Council members to ask questions for staff through the City Manager, including questions about items on posted agenda items
- Includes a new rule prohibiting the distribution of handouts or other written materials that were not included in the publicly posted packet
- Describes the procedure for resolving conflicts between Council members and staff



Section 7 – Miscellaneous

- This section is reserved for all other matters that may not be covered by the rules
- Describes the process for the Council to 'suspend' a particular rule if necessary (consistent with Robert's Rules)
- Describes the process to amend these rules of procedure

Summary

- The proposed rules incorporate current Council procedures
- The proposed rules are intended for Council discussion and subject to modification prior to adoption
- All proposed modifications will be reviewed by CMO to ensure no conflicts with operational procedures

Next Steps:

- Incorporate Council feedback and bring back for another public workshop discussion
- Once finalized, the rules of procedure will be placed on a future agenda as a resolution for Council action



Questions?



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