

**CITY OF KILLEEN  
CITY COUNCIL  
RULES OF PROCEDURE  
AND  
PROTOCOL**

**1. AUTHORITY**

1.1 *Charter:* The Charter of the City of Killeen allows the City Council to determine its own rules and order of business.

**2. DEFINITIONS AND GENERAL RULES**

2.1 *Amendment to Rules:* These rules may be amended, or new rules adopted by a majority vote of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

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**5. ORDER OF BUSINESS**

5.1 *Agenda:* The order of business of each meeting shall be as contained in the Agenda prepared by the City Manager. The agenda shall be a listing of topics or subjects to be considered by the Council. City Councilmembers may submit items to be placed on the agenda by providing the agenda item to the City Manager no later than 2:00 p.m. on the Wednesday preceding the next regular or special called meeting. This guideline does not preclude Councilmembers from submitting agenda items after 2:00 p.m. on the Wednesday preceding the next regular or special called meeting, but merely serves as a guideline in order to facilitate the timely and efficient delivery of the agenda and supporting materials. Before a Councilmember may place an item on the Agenda for consideration, it must first be placed as a Discussion Item. If a majority of Council wishes to consider the item further, then it may be placed on a future Agenda for action. If a Councilmember wishes the Council to discuss or consider a previously decided item, he or she may request the City Manager to place that item on the agenda. At the meeting or pre-session, the Council will decide whether to discuss or reconsider the issue. The City Manager shall deliver the agenda to the Council at least 72 hours prior to any regular or special called meeting.

5.2 *Agenda Format:* The Agenda shall provide for the following topics or subjects to be considered by the Council in the following order:

5.2.1 **CALL TO ORDER:** This section shall note the time and place of the meeting.

5.2.2 **ROLL CALL:** This section shall note the attendance of the Mayor, City Councilmembers, City Manager, City Attorney, and City Secretary.

5.2.3 **INVOCATION:** This section shall note the opening prayer.

5.2.4 PLEDGE OF ALLEGIANCE: This section shall note the observance of our national pledge.

5.2.5 APPROVAL OF THE AGENDA: This section shall approve of the order and content of the agenda. The Mayor or any Councilmember may ask for the order and/or content of the agenda to be modified under this item upon consent of a majority of the Council.

5.2.6 PRESENTATIONS. This section shall provide for any items to be submitted to the Council which are: proclamations; items not requiring extensive discussion; items requesting information or items requesting future action by the Council. No item requiring action by the Council shall be placed under this section.

5.2.7 CITIZENS PETITIONS AND INFORMATION: This section allows presentations by citizens of Killeen who are not currently in, or threatening civil or criminal litigation with, the City of Killeen or any of its officers or officials, or with whom litigation is reasonably anticipated. However, citizens who are currently involved or threatening litigation against the City may still address the council on issues wholly unrelated to the subject matter of the litigation. Individuals should address their petitions and presentations to the City Council and refrain from personally addressing individual members of the Council. Presentations may cover only one topic, must be related to City business, and shall be limited to 3 minutes, unless the Presiding Officer or any Councilmember allows a one (1) minute extension. A majority vote of the City Council is required for any other time extensions. Presentations must be scheduled and audio-visual materials requiring the use of equipment for presentation must be submitted through the City Manager's office by 2:00 p.m. on the Wednesday preceding the Council meeting at which the citizen wishes to speak.

5.2.8 MINUTES: This section shall provide for Council consideration of minutes.

5.2.9. RESOLUTIONS: This section shall provide for Council consideration of all resolutions that do not require a Public Hearing.

5.2.10 ORDINANCES: This section shall provide for Council consideration of all ordinances that do not require a Public Hearing.

5.2.11 PUBLIC HEARINGS: This section shall provide for Council consideration of any public hearings, and ordinances or resolutions related to such hearings if action is required. Public hearings and ordinances or resolutions shall be conducted in the following manner:

- (1) Reading of the caption of the ordinance
- (2) Hearing of staff comments
- (3) Opening of Public Hearing
- (4) Closing of Public Hearing
- (5) City Council Discussion
- (6) Consideration of motion, second and vote

5.2.12 ADJOURNMENT: This section provides for the closure of the meeting.

5.3 *Agenda Deadline:* Any person desiring either to present an item for the Councils' consideration or sign up to address the Council during Citizens Petitions and Information shall do so in the City Manager's office not later than 2:00 p.m. on the Wednesday preceding the meeting or workshop at which he/she wishes the subject to be considered.

5.4 *Public Participation:* Whenever a member of the public is recognized to address the Council on an ordinance, resolution, or public hearing item, the individual will be given 3 minutes to make comments. The Presiding Officer or any Councilmember may allow a 1-minute extension. A majority vote of the City Council is required for any other time extensions.

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