



# ANNUAL REVIEW OF GOVERNING STANDARDS

DS 21-103

August 10, 2021

# Process

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- July 13:
  - ▣ Present staff recommendations for revisions.
  - ▣ Take any recommendations from City Council. Any additional recommendations to be sent in by July 29.
- August 3 workshop:
  - ▣ Bring back text changes.
  - ▣ Take additional recommendations from City Council.
- Next available meeting:
  - ▣ Present for approval.

# Preface

- Header
  - ▣ Replace: MEMBERS OF THE CITY COUNCIL WILL
  - ▣ With: As an elected official and representative of the City of Killeen, it is expected that you will
- Members will...
  - ▣ Provide appropriate notification of an absence
    - Replace: Mayor OR City Manager
    - With: Mayor AND City Manager
  - ▣ Add: Assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings or refuse to obey the orders of the Mayor or presiding officer or the rules of the City Council.

# 1-20(b). City Council Agenda

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- ❑ 1-20(b). City Council Agenda
- ❑ Councilmembers placing items on the agenda
  - ▣ Items must be submitted to the City Manager no later than noon on the Monday proceeding the week of the City Council meeting...
  - ▣ Replace: meeting
  - ▣ With: workshop

# 1-20(e). Council Agenda

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## □ New

- The agenda and all supporting documentation shall be presented to the City Council the Wednesday before the meeting at which the agenda will be discussed in order to provide councilmembers ample time to review items and submit questions in advance.

# 1-30(b). Types of Meetings/Work Sessions

6

- Remove: The Mayor may allow any citizen to participate in the discussion at a work session, but only as recognized by the Mayor. The Mayor may end citizen participation in a work session in order to allow the City Council to proceed with discussion.

# 1-30(b). Types of Meetings/Work Sessions

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## □ New:

- Minutes shall be recorded for work sessions and made a part of the public record. The minutes shall reflect any action taken, to include votes on any agenda item and Motions of Direction to the City Manager.

# 1-30(d). Types of Meetings/Emergency

8

## □ New:

- If a minimum of two (2) councilmembers email the City Manager and/or City Attorney requesting an emergency meeting, the meeting will be scheduled within twenty-four (24) hours so long as the emergency meets the definition of state law as confirmed by the City Attorney.



# 1-50(a). Agenda Format

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- 7. Citizens Petitions
  - ▣ Change to four (4) minutes with a one-minute extension.
- 8. Citizen Comments
  - ▣ Change to four (4) minutes with a one minute-extension.
  - ▣ Replace:
    - No other extensions will be allowed.
  - ▣ With:
    - A majority vote of the City Council is required for any subsequent time extensions.

# 1-50(a). Agenda Format

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- 12. Public Hearings
  - ▣ c. City Council may ask staff questions.
  - ▣ ADD: Councilmembers shall not use this time to indicate support or opposition to a proposal.

# 1-50(a). Agenda Format

- 12. Public Hearings, paragraphs D and J
  - ▣ D. Replace: The applicant then has the opportunity to present comments, testimony, and/or oral arguments. Only one person may represent the applicant during this section. (3-minute limit)
  - ▣ J. Replace: The applicant may be given the opportunity to respond to questions from the City Council and for closing comment and rebuttal.
  - ▣ With: The applicant then has the opportunity to present comments, testimony, and/or oral arguments. Only one person may represent the applicant during this section. (4-minute limit) The applicant may then be given the opportunity to respond to questions from the City Council.

# 1-50(c). Public Participation

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- When a member of the public is recognized to address the council on an ordinance, resolution or public hearing item:
  - ▣ Change to four (4) minutes with a one-minute extension

# 1-60. Consideration of Ordinances, Resolutions and Motions

13

- ❑ (a) Printed Form: All ordinances and resolutions shall be presented to the Council only in printed form.
- ❑ Replace: printed
- ❑ With: written

# 1-70. General Procedures

- (c) Authority of the Chair: The Chair shall make decisions on questions of procedure, subject to review by the City Council as a whole.
- Request from councilmember for clarification.

# 1-70. General Procedures (#1)

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- (e) Limits to Deliberations.
  - Remove: ...and the Mayor shall act as the arbiter in determining how long an individual Councilmember may speak on an item, and shall apply the standard consistently and fairly.

# 1-70. General Procedures (#2)

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- (e) Limits to Deliberations.
  - ▣ Councilmembers are allowed 10 minutes total of speaking time on each issue, with that time being allotted into 2 rounds of 5-minute intervals or the councilmember may request the entire 10 minutes at one time.



# 1-70. General Procedures (#3)

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- (e) Limits to Deliberations.
  - ▣ Workshops/executive session: 2 rounds of 3 minutes
  - ▣ Meetings: 2 rounds of 2 minutes
  - ▣ Time not counted for staff or others answering questions
  - ▣ The Mayor will control in the manner of citizen petitions
  - ▣ Does not apply to the councilmember presenting a future agenda item request
  - ▣ Does not apply when asked to clarify, but time to respond is limited to 3 minutes

# 1-70. General Procedures (#4)

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- (e) Limits to Deliberations.
  - ▣ Workshops:
    - 5 minutes per councilmember, 2 opportunities to speak
    - A majority vote to determine if a third round is permitted
  - ▣ Meetings:
    - 3 minutes per councilmember, 3 opportunities to speak
  - ▣ Time not counted for staff responses
  - ▣ Limit the same councilmember from being first to speak on agenda items by giving the Mayor discretion

# 1-70. General Procedures (#5)

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- (e) Limits to Deliberations.
  - When there is more than one speaker on the same subject, councilmembers will delay their comments until after all speakers on the subject have been heard. Questions should flow in a “round robin” style with a limit of 5 minutes to ask questions, per rotation until the issue or discussion has been resolved. Councilmembers should do their part to ensure that their questions are clear and concise.

# 1-70. General Procedures

## □ (g) Obtaining the Floor

- Add: Upon recognition, councilmembers shall confine discussion to the question under debate, avoid discussion of personalities, avoid indecorous language and refrain from personal attacks or verbal abuse.
- *May fit better under decorum. See (c)7. Council Responsibilities.*

# 1-70. General Procedures

## □ (g) Obtaining the Floor

- **Add:** Once recognized, a councilmember shall not be interrupted while speaking unless called to order by the Mayor or presiding officer, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member. If a councilmember is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the city council.

# 1-70. General Procedures

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- i(5). Procedures for Motions.
  - ▣ Replace: The Chair may participate in discussion.
  - ▣ With: The Chair may participate in discussion when voting to break a tie in order to explain his/her vote.

# 1-70. General Procedures

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## □ New

- ▣ (n) Motion to limit deliberation: If any member not holding the floor feels that the councilmember speaking has used an excessive amount of time, that councilmember may interject with a motion to limit deliberation for the speaker. If the Mayor feels the interruption and motion are warranted, the Mayor shall ask for a second and the councilmember holding the floor will end discussion upon an affirmative vote of 2/3 of the members present.

# 1-70. General Procedures

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## □ New

- (o) After a vote has been taken on an item, there shall be no further discussion of that item by the Mayor or any Councilmember during that meeting.
- (p) It is the responsibility of each councilmember to ask for clarification before a vote on any motion properly made and seconded. A second vote will not be held because of councilmember error unless a Motion for Reconsideration is properly made.



# 1-80. Decorum

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- New – add to section (a)
  - Except in an emergency, members should refrain from speaking to each other while any speaker has the floor.
  - No sidebar conversations, noises or verbal/nonverbal communication outside of the councilmember who has the floor are allowed.
- See 1-80(c)(8) No Private Discussions.

# 1-80. Decorum

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## □ (b) Mayoral Responsibilities

### ▣ Change: (1) No Vote

- The Mayor shall only have a voice in matters before the Council where he/she casts the deciding vote or on items he/she presents.

### ▣ Add: (4) Encourage Participation

- The Mayor shall not prohibit or inhibit discussion or questions by any member who wishes to speak unless a Call for the Vote or the Motion to Limit Deliberation successfully passes.

# 1-80. Decorum

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## □ (c) Council Responsibilities

### ▣ New

- (13) Councilmembers will only eat snacks such as chips, snack cakes or candy at the dias. Other foods will be consumed in the break room or away from dias. Councilmembers will refrain from having large drink containers or containers with corporate logos visible from the dias.

# 1-80. Decorum

## □ New

- Citizens and other visitors attending city council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the city council or while attending the city council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the city council during that session of the city council. If the presiding officer fails to act, any member of the city council may move to require enforcement of the rules, and the affirmative vote of a majority of the city council shall require the presiding officer to act.

# 1-80. Decorum

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- Citizen Participation
- (d)2 Addressing City Council
  - Change to four (4) minutes with a one-minute extension
- (d)3 Address the Chair
  - Replace: The Chair may end any question and answer session between Councilmembers and a member of the public in order to facilitate the order of business.
  - With: Questions between Councilmembers and members of the public are limited to five (5) minutes. A councilmember seeking more time may appeal to the Mayor.

# 1-80. Decorum

30

## □ (d)6 Citizens' Participation/Removal

### ▣ New

- A citizen may appeal to the council. If the majority of the City Council feels that the citizen should not be removed, the citizen will be allowed to stay.

# 1-90. Staff Relations

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- (b). Ask Questions in Advance.
  - ▣ Add: Questions posed during the research phase should be reiterated in the staff presentation so that the public will know the types of questions and responses received during research phase.

# 1-90. Staff Relations

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## □ (i) Council Orientation

### ■ New

- Council orientation shall consist of 16 hours over 2 days. Orientation shall include briefings provided by each department head. Facility tours shall be arranged and completed within 45 days of the councilmember's swearing in date. New Councilmembers must commit to the entire process.



# 1-90. Staff Relations

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## □ (i) Council Orientation

### ■ New

- Initial welcome and orientation shall take place over 4 days, and all department heads should be prepared to make a presentation to new councilmembers specifically with their role, responsibility, current state of their department and projections/direction for future growth. This process, including department tours, should be completed within 90 days.

# 1-90. Staff Relations

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## □ New

- (j) Dias Decorum. Seating at the dias is restricted to elected officials and the City Manager, City Attorney and City Secretary. Elected official nameplates shall not be removed from the dias. Secondary nameplates shall be used for meetings held in locations other than the City Council chambers.

## 2-20. City Council Travel and Business Expenses

35

- (a) Training Encouraged
  - ▣ New: Add annual training related to Planning

## 2-60. Use of Facilities, Staff or Resources

36

- Each calendar year, the Mayor and each Councilmember may hold one non-political Mayor- or Councilmember-sponsored meeting that is supported by city resources in the following manner:
  - ▣ (a) complimentary use of a meeting space
  - ▣ (b) technical support
  - ▣ (c) staff presentations
  - ▣ (d) may not occur between January 1 and election day where the Mayor/Councilmember's position is to be elected

## 2-60. Use of Facilities, Staff or Resources

37

- ❑ Clarity of meaning
- ❑ Increase the number from 1 to 2 per year.
- ❑ Allow a councilmember to transfer the right to use facilities, etc. to another councilmember by written agreement.
- ❑ Expand facility list to include a meeting room or board room at KCCC, subject to availability.
- ❑ Staff required to share calendar invite of events scheduled by councilmembers for information purposes and to help with better planning for special events.

# 3-20. Citizen Boards, Commissions and Committees

38

## □ (q) Committee Responsibilities

### ▣ New

- No committee will create or amend bylaws that limit city council or city staff, or that create requirements for city council or city staff. Further, no committee will create or amend bylaws that change the purpose or mission of the committee, or that expand the scope of the committee, or that in any other manner cause the committee to function in any way not intended by the council without city council approval.

# 3-20. City Council Committees

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- (n) No employee appointments
  - Add: An employee may be appointed to a board, commission or committee if state law requires an employee to serve on a specific board because of his/her position.

# 3-20. Citizen Boards, Commissions and Committees

40

- (e) Appointment Subcommittees
  - ▣ Remove: Killeen Volunteers, Inc.
  - ▣ Add: Animal Advisory
  - ▣ Remove APPOINTMENT from the heading
  - ▣ Add: The councilmembers who are assigned to a subcommittee will also act as a liaison between committee members and staff; committee members and the City Council; or between any committee members and any other person as required or requested to ensure that the purpose of the committee is carried out efficiently and effectively.



# 3-20. Citizen Boards, Commissions and Committees

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## □ (g). Term Limits

- ▣ Limit terms to 4 consecutive years.

- ▣ *Note: Code of Ordinances 2-1 17 should be amended if approved.*

# 4-100. Directive to Adopt Media Policy

42

## □ Add

- The Communications and public relations department is the central hub of information about the City of Killeen internally and externally. Vision and direction for this department should be presented to council on an annual basis. Due to rapid changes in technology and the overall needs of the city, this policy should be reviewed and/or revised annually to better assess and address the needs of this department.

# 4-100. Directive to Adopt Media Policy

43

- Add:
  - ▣ A. The Public Information Officer shall develop a Comprehensive Public Information Plan for approval by the Mayor and Council annually.
    - Communications director should be required to provide updates to council and citizens as important updates arise and in general no less than once monthly.
  - ▣ B. The information plan should include the following elements:
    - 1. Priorities and objectives to be accomplished by implementing the plan.
    - 2. Priority subjects, actions, directives, and meetings of the Mayor and Council that should be the subject of public information.
    - 3. Targeted, identified groups who should receive public information.
    - 4. Print and electronic media who shall receive public information messages.
    - 5. Timeline and goals for disseminating public information about the City and each Council district via the City's public access television channel.
    - 6. Strategic plan for disseminating public information to the media and to the public in times of natural disasters and other crises.
    - 7. Methodology for evaluating and for improving the "Comprehensive Public Information Plan."

# 4-290 Communication and Support to the City Council

44

- Add to the City Manager will not:
  - Use the IT Department to access Councilmember emails, calendars, reminders, notes to anticipate Councilmember thoughts or direction; or
  - Engage staff in role playing designed to circumvent potential Council questions and/or direction.

# 5-30. Media

45

- (b)
  - ▣ Replace: Media may be asked to occupy a designated area in some circumstances
  - ▣ With: Encourage media to sit in designated areas during city sponsored meetings/events.
- New
  - ▣ (i) Councilmembers are discouraged from sitting next to members of the media during city meetings or events.
- Enforcement of current policy that media interviews are not to take place in the City Council Chambers.

# Division 7, Enforcement and Administration

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## □ New:

- ▣ Violations. On an initial violation of these rules, the councilmember shall be censured for the remainder of the discussion of that topic. For a second violation, the councilmember shall be censured for the remainder of the meeting. Censure shall be imposed by a member making a motion to censure, a second, and the motion being approved by a majority of the councilmembers present.