

THE CITY OF  
**Anna**

**BOARDS AND COMMISSIONS  
RULES OF ORDER AND PROCEDURE**

Approved by Resolution No. 2025-11-1860 on November 17, 2025

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## 1. AUTHORITY

### 1.1 CHARTER

The City Council may create, establish or appoint, as may be required by State law or the Charter, or deemed desirable by the City Council, such boards, commissions and committees as it deems necessary to carry out the functions and obligations of the City.

### 1.2 PARTICIPATION IN COMMUNITY ACTIVITIES

Members may, from time to time, choose to participate in community activities, committees, events and task forces. When participating in these activities, the member acts as an interested party not on behalf of the Board. Acting on behalf of the Board is limited to instances when the Board has formally designated Member(s) as its representative. This section is intended to work in conjunction with the City Ethics Policy.

### 1.3 INTERACTION WITH MEDIA

If any Board member should be contacted by the media, they should refer the inquiry to the Public Affairs Department. A suggested response:

*"I am not the appropriate person to answer your questions. You can reach a city spokesperson through our Public Affairs Manager."*

### 1.4 HANDLING REQUESTS AND COMPLAINTS

If a Board member receives a request for information or a complaint, it should be referred to the City Manager.

### 1.5 APPROPRIATE ATTIRE AT PUBLIC MEETINGS

During all public meetings of the Board, members are expected to observe a neat and clean business casual dress code.

### 1.6 CELL PHONE USAGE AT MEETINGS

The use of cell phones is not permitted during work sessions, public meetings or executive sessions, except in the case of an emergency. All devices should be silenced to avoid disruptions.

## 2. BOARD MEETINGS

### 2.1 PRESIDING OFFICER

The Chair serves as the presiding officer at all board meetings. The Chair votes on all matters before the Board unless there is a conflict of interest as defined by Chapter 171 of the Local Government Code requiring recusal. The Chair has no power of veto.

The Chair is responsible for preserving order at all Board meetings, enforcing the rules of the Board, and determining the order of business in accordance with those rules.

#### a. Vice-Chair

The Board shall elect a Vice-Chair from among its members. The Vice Chair temporarily performs the duties of the Chair in the Chair's absence or inability to serve and, during that time is vested with all powers of the Chair. The Vice-Chair does not assume the office of Chair.

**b. Absence of Chair or Vice-Chair**

If both the Chair and Vice-Chair are absent from a Board meeting, the remaining members shall select one member by majority vote to act as Chair for that meeting.

**2.2 ESTABLISHING THE BOARD MEETING AGENDA**

The Staff Liaison shall prepare Board meeting agendas based on the policy direction of the Chair, input from Board Members, and specific items requiring action by the Board. If a Board Member requests that an item be added to the meeting agenda that does not align with the current Board goals or policy direction, the item may be submitted to City staff for inclusion under "Items for Future Consideration". However, if the request receives support from two additional Board Members through a vote at a regular meeting, the item shall be placed on the agenda for consideration, discussion, and/or action.

**2.3 REGULAR MEETINGS**

All Board meetings shall be held in the City Hall Council Chambers, or any other location designated by the Board. The Staff Liaison shall post notice in accordance with State law. All Board meetings shall comply with the Texas Open Meetings Act.

**2.4 SPECIAL MEETINGS**

Special meetings may be called at any time by the Staff Liaison. The Staff Liaison shall post notice in accordance with state law. Special meetings may be held at any location in the city and shall be conducted in accordance with State law.

**2.5 QUORUM**

- a. Four members of a seven-member Board shall constitute a quorum for conducting business. The affirmative vote of a majority of those present is required to adopt any ordinance or resolution, except as otherwise required by the City Charter or state law.
- b. Four members of a five-member Board with two-alternate members, shall constitute a quorum to do business and the affirmative vote of a majority of those present shall be necessary to adopt any ordinance or resolution, except as required by City Charter or State law.

**2.6 ATTENDANCE**

Per City Charter Article 8.01(e), any member of a board, commission or committee who is absent from three consecutive regular meetings, or 25% of regularly scheduled meetings during the 12-month period immediately preceding and including the absence in question, without explanation acceptable to a majority of the other members, must forfeit his or her position on the board, commission, or committee.

**2.7 NOTICE OF MEETINGS**

The Staff Liaison shall post notice of all board meetings, along with the agenda, on the City's official bulletin board and website in accordance with the Texas Open Meetings Act.

## **2.8 MINUTES**

In accordance with Charter Section 8.01 (c), action minutes of Board meetings shall be kept. Action minutes include final motions with votes-and are not required to include discussion points or summaries. Minutes shall also reflect the names of public speakers.

### **a. Approval of Minutes**

Minutes of meetings shall be generally submitted to the Board at the next meeting, but no later than the third regularly scheduled Board meeting. The Chair and Board Members present shall vote on the approval of the minutes, even if absent at the meeting for which the minutes pertain.

### **b. Council Review of Minutes**

City Staff shall present the approved and signed meeting minutes to the City Council for review following each meeting.

### **c. Recording of Meetings**

The City shall maintain video or digital records of proceedings for a minimum of six months after Board approval, or for such other period as required by law.

## **3. RULES OF CONDUCT**

### **3.1 GENERAL PROCEDURE**

These rules, consistent with the City Charter and any applicable City Ordinance, statute, or other legal requirement, shall govern the proceedings of the Board.

### **3.2 AUTHORITY OF THE PRESIDING OFFICER**

Subject to appeal to the full Board, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of Board business by ruling any such matter out of order. In making such rulings, the Chair shall be courteous and fair and shall presume that the moving party is acting in good faith.

Any Board member may move to require enforcement of the rules, and the affirmative vote of a majority of the Board shall direct the presiding officer to act.

### **3.3 CHAIR TO FACILITATE BOARD MEETINGS**

As the presiding officer, the Chair will assist the Board in maintaining focus on agenda discussions and deliberations, ensuring meetings are conducted efficiently and in compliance with the Texas Open Meetings Act.

### **3.4 OBTAINING THE FLOOR, ORDER OF SPEAKERS, AND MEMBER COMMENTS**

The Chair is responsible for controlling the debate, the order of speakers, and ensuring each Board Member has an opportunity to be heard.

- a. Any Board member wishing to speak must first obtain the floor by being recognized by the Chair. The Chair must recognize any Board Member who is appropriately entitled to the floor.
- b. Speakers will generally be called upon in the order in which they request to speak.
- c. With the concurrence of the Chair, a Board Member holding the floor may address a question to another Board Member. The responding Board Member may reply while the floor remains with the Member who posed the question and may decline to respond if desired.
- d. Board Members shall govern themselves regarding the length of their comments and remain mindful of other Board Members' right to speak. Comments should be concise and avoid unnecessary repetition.
- e. Board Members shall limit their comments to the subject, time, or motion currently under consideration and in compliance with the Texas Open Meetings Act.

### **3.5 MOTIONS**

Following Board discussion and public comments related to an agenda item requiring action, a motion may be made by any member of the Board, including the Chair or presiding Officer. Before offering a motion, the Chair should first provide the opportunity for other board members to do so. Any member of the Board other than the person offering the motion may second it.

#### **a. Procedures for Motion**

The general procedure for making motions once discussion is concluded shall be as follows:

- i. A Board Member who wishes to make a motion should do so through a verbal request to the Chair.
- ii. A Board Member who wishes to second should do so through a verbal request to the Chair.
- iii. Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the member who made the motion and, then, to any Board Member recognized by the Chair.
- iv. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion shall be permitted.
- v. When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to the original motion. No amendment that introduces a subject different from that already under consideration shall be in order. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be permitted. Action shall be taken on the amended amendment motion before any further amendments to the original motion are considered.

## b. Examples of Motions

The following are examples of motions that may be made during a meeting. Board Members may word motions in any common manner, provided such motions and the intended action are clear. The Chair, or presiding officer, will confirm that each of the Board Member understands the motion prior to calling for a vote.

### **Motion to Approve or Deny**

A motion to approve or deny is used to propose taking a specific action. The maker of the motion may state “I move to approve/deny Agenda Item # as presented” or may state the recommended motion Provided by staff. Under State Law, certain motions require specific language; in those cases, staff shall include the required motion language in the meeting packet. Stating the agenda caption is optional and not required.

### **Withdrawal of Motion**

A withdrawal of a motion means that the board member who originally made the motion may withdraw or modify at any time before a vote is taken. If a motion is withdrawn, any board member, including the one who made the original motion, may then make a new motion to be seconded by another board member.

### **Motion to Continue Public Hearing**

The Board may continue a Public Hearing to a specific future date, time and location unless otherwise required by State law. The maker of the motion may state “I move to continue the Public Hearing to XXXX [date] at XXXX [time] at XXXX [location].”

### **Motion to Refer or Postpone**

If the board is unable to complete its discussion of an agenda item or requires additional information from City staff, the board may postpone consideration of the item to a specific date, time, location or subsequent meeting (for example, until such time as City staff can provide the requested information,).

## 3.6 VOTING

### a. Abstention

- i. Should any Board Member choose, for any reason other than a conflict of interest, to abstain from voting on any question before the Board, their vote is counted and recorded as a negative vote in the official minutes of the meeting.
- ii. If a Board Member abstains because of a legal conflict of interest, They are not counted as present for quorum purposes and are not considered “voting” for determining a majority of those present and voting. If the remaining members present do not constitute a quorum, no vote may take place, and the matter must be postponed.
- iii. When the Chair or a Board Member abstains due to a legal conflict of interest, they may be required under applicable law to timely file an affidavit with the City Secretary stating the nature and extent of the conflict prior to the discussion of the applicable agenda item. A Board Member with a legal conflict of interest shall excuse themselves from the dais and meeting room for that portion of the meeting

and may return once the Board has completed its discussion and any action upon the applicable agenda item.

#### **b. Tie Votes**

A tie vote results in a “take no action” outcome. In such an instance, any member of the Board may offer another motion for further consideration and action. If there is not an affirmative vote on the second motion, the result is a “take no action” outcome. If the matter involves an appeal and an affirmative vote does not occur, the previous decision being appealed stands as decided by the decision-making person or body, unless otherwise stated by law.

### **3.7 NON-OBSERVANCE OF RULE**

These rules are intended to promote the orderly and efficient conduct of the Board's business and are procedural in nature. The failure to strictly observe any such rule does not affect the validity of any action taken by the Board.

## **4. PUBLIC HEARINGS**

### **4.1 GENERAL PROCEDURE**

A Public Hearing is required by law before consideration of certain matters, such as zoning changes or budget adoption. Public hearings are distinct from public comments or the right to speak, which is addressed in Section 5 of this policy. The general procedure for conducting Public Hearings is as follows:

- a. Staff presents its report.
- b. Board Members may ask questions of staff.
- c. If applicable, the applicant or appellant is given the opportunity to make a presentation and provide comments, testimony, and/or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant shall be called upon first to provide comments or testimony. Applicants or appellants must limit their presentation to fifteen (15) minutes or less the Chair or presiding officer has the authority to further limit or extend the time allowed for the applicant or appellant's comments when deemed necessary for efficiency or other reasonable factors such as complexity of the item.
- d. Board Members may ask questions of the applicant and/or appellant.
- e. The Chair officially opens the Public Hearing.
- f. Public input is received by the Board.
- g. The Chair closes the Public Hearing.

- h. The applicant/ or appellant may offer a rebuttal.
- i. The Board deliberates on the issue.
- j. If the Board raises new issues during deliberation and wishes to receive additional public input, the Public Hearing must be formally reopened. At the conclusion of the public testimony, the hearing shall again be closed.
- k. The Board deliberates and takes action on the item.
- l. The Chair announces the final decision or vote of the Board.

## **4.2 PUBLIC DISCUSSION AT HEARINGS**

When a matter for Public Hearing comes before the Board, the Chair shall open the Public Hearing following the staff and applicant presentations. Upon opening the hearing, and before any motion is considered on the merits of the item, the Chair shall invite any member of the public who wish to speak or present evidence to do so.

A Public Hearing, regardless of the subject matter, is not intended to be a question-and-answer period. Speakers must direct all comments to the Board through the Chair. Board Members should not engage directly with individual speakers or ask or answer questions (other than the applicant or the applicant's representative) during a Public Hearing.

After all members of the public who requested to speak have spoken and the hearing is closed, City staff, the Chair, or Board Members may respond to any questions or issues raised. During the hearing. The Chair may also invite the applicant to address any new issues or questions raised during public comment.

### **a. Public Member Request to Speak**

Any person wishing to speak at a Public Hearing listed on the agenda must complete a Public Comment Card before the item is called and present it to City Staff. Upon being recognized by the Chair, the individual may offer comments or present evidence relevant to the matter being considered. No person may speak without first being recognized by the Chair.

### **b. Time Limits**

All persons wishing to speak on the matter are limited to three (3) minutes each. However, an applicant or appellant (or their representative) may speak for up to fifteen (15) minutes. Chair or presiding officer has the discretion to extend or reduce the time allowed for comments when necessary for efficiency or due. Two factors such as the complexity of the item.

### **c. Materials for Public Record**

- i. Speakers during a Public Hearing are prohibited from using City systems to display materials or information, except that applicants or appellees may do so with

advance coordination and approval from City staff. Written materials may be provided to the Board at the meeting. Ten (10) copies shall be provided to City Staff as the speaker approaches the podium. Copies will be distributed to the Board, and City Staff during the speaker's comments. One copy of all such materials will be retained by City Staff as part of the official record, in accordance with State law.

- ii. Petitions will be acknowledged only as provided by the City Charter or State law. All other petitions will be accepted with a Public Comment Card and noted for the record.

#### **d. Germane Comments**

During the Public Hearing, no person will be permitted to speak about matters or present evidence which is not germane to the matter under consideration. The Chair shall determine relevance, and the determination of the Chair may be appealed to the Board.

### **4.3 CONTINUANCE OF HEARINGS**

Any Public Hearing before the Board may be continued to a subsequent meeting by motion, specifying the date, time, and place of the continued hearing.

## **5. ADDRESSING THE BOARD**

All meetings of the Board shall be open and public in accordance with the Texas Open Meetings Act. The public shall be afforded a reasonable opportunity to address the Board during meetings.

### **5.1 RIGHT TO SPEAK**

Texas Government Code Section 551.007 requires the Board to allow the public to address the Board prior to taking action on any item listed on the agenda for action. The right to speak does not extend to items listed for discussion only. However, the public is invited to address the Board regarding items not on the agenda or discussion-only items during the Public Comment section of the meeting.

### **5.2 PUBLIC COMMENTS ON AGENDA ITEMS**

The public comment portion of the Board meeting is scheduled at the beginning of the meeting to allow the public to address the Board regarding an item listed on the agenda that is not scheduled for a Public Hearing, or to discuss any matter not on the agenda. Persons wishing to address the Board regarding an agenda item listed for action, other than an item scheduled for a Public Hearing, shall do so during the public comment portion of the meeting. Sections 5.4 – 5.9 below apply to such speakers except that Board members will deliberate on agenda items when the item is formally discussed by the Board.

### **5.3 PUBLIC COMMENT CARDS**

All speakers shall complete a Public Comment Card and submit it to City Staff prior to the meeting. Public Comment Cards may also be submitted by individuals who do not wish to speak but desire their comments to be a part of the official record. A person may indicate their comments and support or opposition for an agenda item on a Public Comment Card.

#### **5.4 PUBLIC COMMENT PROCEDURES**

The following procedures shall guide comments by members of the public at Board meetings:

- a. When called upon, the speaker shall come to the podium, state their name and city of residence for the record, and if speaking on behalf of an organization or other group, identify the group represented.
- b. All remarks should be addressed to the Board as a whole, not to individual members or other presenters.
- c. Questions, if any, should be directed to the presiding officer, who will determine whether, and in what manner, an answer will be provided. Questions shall not be answered during the speaker's allotted time.

#### **5.5 TIME LIMITS**

- a. Public comments shall be limited to three (3) minutes each and may not be pooled or given to another speaker. This applies to speakers during the Public Comment section of the agenda, Public Hearings, and comments made on agenda items requiring action. The time limit does not apply to scheduled presenters, applicants, or appellants. Scheduled presenters, applicants or appellants shall limit their presentation to fifteen (15) minutes or less and the Chair or presiding officer has the discretion to further limit or extend the time for their comments when necessary for efficiency or due to factors such as complexity of the item.
- b. The Chair shall have the authority to extend or reduce any time allocations based on the complexity of the item or topic, the number of persons wishing to speak, and consideration of equal time for all sides and overall meeting efficiency. All public comments on agenda items requiring action shall be heard after staff presentations and Board deliberation but prior to a motion on the item as designated under the Public Comments on Agenda Items section.

#### **5.6 REPETITIOUS COMMENTS PROHIBITED**

A speaker shall not present the same or substantially similar items or arguments to the Board repeatedly, nor be repetitious in presenting their oral comments.

To expedite matters and avoid repetitious presentations, groups of individuals wishing to address the Board on the same subject are encouraged to designate a spokesperson. The Chair shall have the authority to extend or limit the time allocation for a designated spokesperson.

## **5.7 MATERIALS AT BOARD MEETINGS**

- i. Speakers during a Public Hearing shall not display materials or information electronically. Written materials may be provided to the Board at the meeting. Ten (10) copies shall be provided to City Staff as the speaker approaches the podium. Copies will be distributed to the Board and City Staff during the speaker's comments. One copy of all materials presented shall be retained by City Staff as part of the official record in accordance with State law.

## **5.8 NO BOARD DELIBERATION**

Comments should be directed to the Chair and Board.

### **a. Items not posted on the agenda.**

- i. The Texas Open Meetings Act prohibits the Board from discussing or taking action on items not posted on the agenda. At the discretion of the presiding officer, the Chair, City Staff, or designee may provide specific factual information, recite an existing policy, refer the matter or speaker to a City staff person, or schedule the item for discussion on a future agenda in response to the public comments.

### **b. Items listed for action on the agenda.**

- i. Any person wishing to speak regarding an item listed for action shall complete a Public Comment Card prior to the meeting and present it to City Staff. The person may speak during the Public Comment section of the meeting after being recognized by the Chair or presiding officer.

### **c. Items listed for discussion only on the agenda.**

- i. Any person wishing to speak regarding an item listed for discussion only shall complete a Public Comment Card prior to the meeting and present it to City Staff. The person may speak during the Public Comment section of the meeting after being recognized by the Chair or presiding officer.

## **5.9 NON-EXCLUSIVE RULES**

The rules set forth herein are not exclusive and do not limit the inherent power or general legal authority of the Board, or its presiding officer, to govern the conduct of Board meetings as deemed appropriate either generally or in specific circumstances, to ensure orderly and effective conduct of City affairs.

All attendees at Board meetings shall observe the same rules of propriety, decorum and conduct expected of Board members. No shouting is permitted at any meeting. Purposefully disrupting a public meeting constitutes a violation of State law, and any person in violation may be removed from the meeting due to disruptions or any security concerns.

## **6. PROCEDURES ADMINISTRATION**

## **6.1 NON-EXCLUSIVE RULES**

The rules set forth herein are not exclusive and do not limit the inherent power or general legal authority of the Board, or of its presiding officer, to govern the conduct of Board meetings as deemed appropriate, either generally or in specific circumstances, to ensure orderly and effective conduct of City affairs.

All attendees at Board meetings shall observe the same rule of propriety, decorum and conduct expected of Board members. No shouting is permitted at any meeting. Purposefully disrupting a public meeting constitutes a violation of State law, and any person in violation may be removed from the meeting due to disruptions or any security concerns.

## **6.2 ADHERENCE TO PROCEDURES**

During Board discussions, deliberations, and proceedings, the Chair shall have primary responsibility to ensure that the Board, staff, and members of the public adhere to the Board's adopted procedures.