

CITY OF WEST ORANGE COUNCIL MEETING PROCEDURES

1. Call to Order: The presiding official will call the meeting to order and announce that a Quorum is present. The invocation and pledges of allegiance will follow.
2. Consent Agenda: Approval of the minutes of the prior city council meeting and any workshop/called meetings that have taken place. Minutes may be amended if an error is recognized by a council member and then approved with a motion and vote.
3. Public Comment/Presentation from the Floor: At this time comments will be taken from the audience on any subject, whether or not that topic is on the agenda. All comments are limited to **three minutes** for each speaker. ***The Texas Open Meetings Act does not allow the Council to discuss items not listed on the agenda, however, if possible your questions may be answered with statement of policy; statement of fact or it may be placed on a future agenda for attention by Council.*** You may be directed to the appropriate department head to address your questions or problems.
4. Submission of Agenda Request: Agenda items are presented to the city secretary and approved by the mayor 72 hours prior to the posting of the city council meeting agenda.

Only those council members, authorities recognized by the presiding officer or those who have requested to be placed on the agenda to address the council may speak during this segment of the meeting.

Normally, agenda items are presented in the order listed on the agenda. After the council has heard all of the facts, reviewed the supporting data, and listened to the arguments for and against each agenda item, the council will take appropriate action (approve, disapprove, table, etc.). In the event that there is no motion or second, no action will be taken.

5. Announcements: The presiding officer and department heads of the City will make announcements to inform council and citizens of upcoming events and other pertinent data.
6. Adjournment: Adjournment will be announced by the presiding officer.

**CITY OF WEST ORANGE
CITIZEN PARTICIPATION PROCEDURES**

The following rules shall be in force for persons in attendance at all meetings of the council:

1. Persons wishing to address the Council during “citizens’ comments” shall approach the podium and give his/her name and address before speaking. **No personal attacks will be allowed by any speaker.** Those addressing the Council should direct all comments to the Chairperson and refrain from directing comments to individual members of the Council. All speakers shall be limited to three (3) minutes. Group or organization shall elect a spokesperson to present their views. The spokesperson shall be limited to ten (10) minutes.
2. No person shall be allowed to address the Council more than once until all persons who would like to address the Council regarding any particular issue have had the opportunity to do so. These same rules apply to speakers at officially called public hearings, workshops, special meetings or regular meetings.
3. Persons attending council meetings shall remain seated except the person at the podium. Persons in attendance shall not carry signs, placards or other items which could block the view of those behind them or be disruptive to the proceedings. No person attending any council meeting shall delay the proceedings or refuse to obey the order of the presiding officer.
4. Disturbances or disorderly conduct in the council chamber may cause the individual to be removed from the chamber. The mayor shall exercise control over persons who disrupt the meeting in the following ascending order of action:
 - a. Call the person to order, advising that person of the infraction.
 - b. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
 - c. Order the person to leave the meeting.
5. Citizens are encouraged to attend council meetings. However, the number admitted shall be limited to the fire safety capacity of the council chamber as determined by the Fire Chief or his designee.