



1111 Bayou Road  
La Marque, Texas 77568  
409-938-9202

Valry Allen - Member  
Sally Austin- Member  
Laura Divine - Member  
Antinell Martin- Member

James Osteen - Member  
Christopher Lane- Alternate  
Re'chard Loftis - Alternate  
David Pennington - Alternate

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**CITY OF LA MARQUE  
CHARTER REVIEW COMMITTEE  
SPECIAL MEETING  
AGENDA  
Of  
March 23, 2022**

Notice is hereby given that the City of La Marque Charter Review Committee will conduct a Special Meeting in the Council Chambers at 1109-B Bayou Road, La Marque, Texas on Wednesday, March 23, 2022 beginning at 5:00 p.m., for the purpose of considering and taking action on the following agenda:

- (1) CALL MEETING TO ORDER
- (2) ROLL CALL
- (3) CITIZENS PARTICIPATION  
Comments from the Public (At this time, any person with Charter Review-related business who has signed up may speak to the Charter Review Committee (limited to three (3) minutes). In compliance with Texas Open Meetings Act, the Charter Review Committee may not deliberate on comments. Personal attacks will not be allowed
- (4) NEW BUSINESS
  - a. Discussion/ possible action regarding Open Meetings Act
  - b. Discussion/possible action regarding electing a Committee Chairperson and Vice Chairperson
  - c. Discussion/ possible action regarding meeting procedures and review processes
  - d. Discussion/ possible action regarding scheduling subsequent meeting dates
  - e. Discussion/ possible action regarding future agenda item requests
- (5) ADJOURNMENT

**CERTIFICATION:**

I hereby certify that the above notice of the meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before Friday, March 18, 2022 before 12:30 p.m.

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Kierra K. Nance, TRMC, City Clerk

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (409) 9389259, or Fax (409) 935-0401, or e-mail [cityclerk@cityoflamarque.org](mailto:cityclerk@cityoflamarque.org) for further information.

## **MEMO ON ROBERTS RULES OF ORDER**

### **In General**

Robert's Rules of Order are the most commonly used parliamentary authority in the world. They emphasize two basic ideas: (1) one topic at a time, and (2) one speaker at a time. The purpose of using Robert's Rules is to have a fair, well-run, efficient, and orderly meeting. Thus, an organization who follows Roberts Rules will promote courtesy, justice, and impartiality.

### **Presiding Officer:**

There is a "moderator" (presiding officer or chair) who conducts and runs the meeting. The presiding officer is a role, not a position, and facilitates the meeting to maintain order and prevent individuals from making motions out of turn, controlling the debate, or otherwise acting improperly. The general duties of the presiding officer are as follows:

- Call the meeting to order at the scheduled time;
- Announce the business that is to come before the body;
- Recognize members who wish to speak;
- State and put to vote all questions that come before the body;
- Protect the assembly from frivolous and dilatory motions by refusing to recognize them;
- Enforce the Rules relating to the debate;
- Expedite business in an orderly fashion;
- Decide all questions of order; and
- Declare the meeting adjourned.

### **Members:**

All members have a right to attend meeting, bring up ideas, discuss them, and vote. Members should come to an agreement/conclusion about the proper course of action to take. Members must remember that the majority rules.

### **Order of Business:**

The Order of Business to be conducted at a meeting is commonly referred to as the "agenda", and is the sequence of general business items to be addressed. A quorum must be present to transact business, and if a quorum is not present the only business that can be conducted is to set the next meeting; adjourn the present meeting; or recess the present meeting.

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Close Debate:** Closes debate if successful - may be moved to " if preferred.

## Motions:

Motions are an important aspect of any meeting, and a motion is a formal proposal made by a member that recommends a certain course of action that the body should take. In order to make a Motion, it must be placed before the body prior to the Motion's merits being discussed. A Motion contains three (3) basic pieces of information:

- Who: It references the maker of the Motion;
- What: It references the action to be taken; and
- When: It references the timeframe in which the action is to be taken.

A **Main Motion** brings a specific recommendation for action before the body. Only one (1) Main Motion can be considered at a time. Once a Main Motion has been made, it may be seconded by another member in order for the Motion to be considered by the body. If another member seconds a Motion, it does not necessarily mean that the member supports the Motion itself, but merely agrees that the Motion should be considered and discussed. Once a Main Motion has been seconded, it must be acted upon before the body can consider another Main Motion. Examples of Main Motions are as follows:

- Adjourn at or to a future time;
- Appoint the time and place for the next meeting;
- Take action;
- Ratify or confirm action taken; and
- Rescind or repeal action taken.

Note: Sometimes, a Motion may be “*laid on the table*”, which means that the Motion is reconsidered during the same meeting. When this happens, the Motion is temporarily deferred in favor of a more pressing matter(s) of business. Importantly, a motion that is “laid on the table” cannot be seconded; is not debatable; is not amendable; and requires a majority vote.

#### *Making and Debating a Motion:*

In general, in order to make a Motion, the maker should say “*I move that . . .*” or “*I move to . . .*”. Once a Motion is made and properly seconded, the chair restates the Motion and places it before the body for consideration and debate. However, the maker of the Motion has the first right to speak on the Motion. In order to discuss and debate the Motion, a member must first be recognized by the chair before he may speak and present his arguments for or against the Motion. It is important to remember that only one person may speak at a time during the debate of a Motion.

#### *Voting on a Motion:*

After the debate is complete, the chair puts the Motion to a vote by asking for all those in favor of the Motion and then asking for all those who are opposed. Members may abstain if there is a distinct conflict of interest. After the vote is tallied, the chair rules on which side won the vote.

#### *Amending a Motion:*

Amending a Motion means modifying a pending Motion in some manner prior to voting on it. An amendment must relate to the pending Motion and have a relevant bearing on the pending Motion’s meaning. The basic requirements to amend a Motion are as follows:

- The amendment requires a second;
- The amendment can be applied to any Main Motion;
- The amendment is debatable;
- The amendment requires a majority to adopt; and
- The amendment can be reconsidered.

To amend a Motion, the maker may (1) insert or add words to the Motion; (2) strikeout words from the Motion; or (3) strikeout and insert words to the Motion.

### **Reconsideration of a Motion**

A fundamental rule is that that the same or substantially the same question cannot be brought up a second time *during the same session*. This is to prevent manipulation. It can be brought up at subsequent meetings.

## Staff Proposal on Conduct of Meetings

Staff proposes the Charter Review Committee review five articles of the charter each meeting and decide which sections need amendments. After three meetings the Charter Review Committee will move discussing the amendments themselves and will not add sections to the list of items they wish to amend without the consent of at least four of the Charter Review Committee Members.

The Charter Review Committee will assign articles to each member by drawing numbers out of a hat. The member who draws each article will be primarily responsible for the review of that article and proposing sections he or she believes should be amended.