



**COUNCIL
POLICY
MANUAL**

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Introduction

The Council is the governing body for the City of Weatherford. Therefore, it must bear the initial responsibility for the integrity of governance. The Council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy addresses Mayor and Council relations, Council and staff relations, and Council and citizen/media relations. By adopting these guidelines for elected officials, Council acknowledges their responsibility to each other, to the city's professional staff and to the public.

The Council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Council has, as high priorities, the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The Council will endeavor to keep the community informed on municipal affairs; strive for strong working relationships among Parker County, Weatherford Independent School District (WISD), Weatherford College (WC), and Parker County Hospital District (PCHD) elected officials.
3. In its governance role, the Council will continue to be dedicated to professional and courteous relationships with staff, other Council members and the public. Council will strive to enhance the quality and image of public service.
4. The Council will recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural and physical characteristics of the community when making policies.
5. Each Council member will make a commitment to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.
6. The Council will endeavor to act as one unified body, not as individuals.

Mayor – Council Relations

In order to ensure proper discharge of duties for the improvement of democratic local government, Council members will display behavior that demonstrates independent, impartial review of all matters addressed by them and be duly responsible to the citizens of Weatherford and to each other in their relationships.

Mayoral Responsibilities

1. The Mayor will be the presiding officer at all meetings. The Mayor Pro Tem will preside in his/her absence.

2. The Mayor will have a voice in all matters before the Council and may vote on all agenda items requiring Council action.
3. The Mayor will preserve order and decorum and will require Council members engaged in debate to limit discussion to the item and policy under consideration. The Mayor will encourage all Council members to participate in discussion and give each member an opportunity to speak before any member can speak again on the same subject.
4. The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging healthy debate among members and keeping discussion on the agenda item being considered.
5. If a conflict arises among Council members, the Mayor will serve as mediator.

Council Responsibilities

1. The Mayor or two Council members may request the City Manager to place an item on the agenda for discussion.
2. Each Council member is responsible for arriving at the meeting and being prepared to discuss the agenda.
3. Each Council member is encouraged to attend at least one Texas Municipal League (TML) or North Central Texas Council of Governments (NCTCOG) sponsored conference each year to stay informed about the issues facing municipalities. Reservations for budgeted training and travel expenses may be coordinated through the City Manager's Office.
4. It is the responsibility of Council members to be informed about previous action taken by the Council in their absence. All agendas and meeting audio/video archives are available on the city's website. In the case of absence from a work session where information is given, the individual Council member is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.
5. When addressing an agenda item, the Council member will first be recognized by the Mayor, confine himself/herself to the question under debate and refrain from impugning the integrity or motives of any Council member or staff member in his/her argument or vote. Council members will respect other members' positions/opinions and will work together to further Council's, not individual's, goals and objectives.
6. Council members will avoid speaking their opinion in such a manner that it may be perceived to be that of the entire Council and/or in such a manner that may appear to obligate the entire Council.
7. In the absence of a ruling by the Mayor or Attorney on any procedural matter, a Council member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the Council members present and voting will be necessary to approve the motion.

8. Any Council member may appeal to the Council as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain his/her position, but no other member may speak on the motion. The Mayor will then put the ruling to a vote of the Council.
9. Any Council member may ask the Mayor to enforce the rules established by the Council. If the Mayor fails to do so, a majority vote of the Council members will require him/her to do so.
10. Council members are appointed to serve as liaison to certain boards, commissions and committees and are encouraged to attend those meetings as often as possible.

Code of Conduct for Mayor and Council Members

1. During Council meetings, Council members will preserve order and decorum, will not interrupt or delay proceedings and will not refuse to obey the orders of the Mayor or the rules of the Council. Council members will demonstrate respect and courtesy to each other, to city staff members and to members of the public appearing before the Council. Council members will refrain from rude and derogatory remarks and will not belittle other Council members, staff members, or members of the public.
2. Council members will not use their position to secure special privileges and will avoid all situations that could create a perception of bias or partiality to a question before the Council.
3. Members of the Council will not condone any unethical or illegal activity. All members of the Council agree to uphold the intent of this policy and to govern their actions accordingly.
4. Before a Council member may speak, they must first be recognized by the Mayor. Upon recognition, the Council member will hold the floor and will make their point clearly and succinctly. If a Council member fails to request to speak before speaking, the Mayor will rule them 'out of order' and remind them that they do not have the floor.
5. Council members will not leave their seats during a meeting without first obtaining permission of the Mayor or making a motion to recess.
6. Once recognized, a Council member will not be interrupted when speaking unless it is to call him/her to order, or other such interruption expressed below. If a Council member, while speaking, is called to order, he or she will cease speaking until the question of order is determined and if the Council member is found to be in order, he/she will be permitted to proceed speaking. Allowable interruptions or, points of order are as follows:
 - a. Point of Privilege. The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council member's ability to hear.
 - b. Point of Order. The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.

- c. Motion to Appeal. If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
- d. Call for orders of the day. This is simply another way of saying, "let's return to the agenda." If a Council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he/she simply returns to the business of the day.
- e. Withdraw a Motion. During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his/her motion. The motion is immediately deemed withdrawn and discussion on the motion will cease. Council members are free to make the same motion or another motion.

7. The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Mayor under his/her own action, or upon a motion to enforce by any Council member.

- a. Warning. The presiding officer may order any person (Council member, staff member or audience member) in violation of these rules to be silent.
- b. Removal. If, after receiving a warning from the presiding officer, the person continues to disturb the meeting or breach the peace and good order of the meeting, the presiding officer may order the person to leave the meeting. If the person does not leave the room, the presiding officer may order the sergeant-at-arms to remove the person.
- c. Sergeant-at-Arms. The sergeant-at-arms will be the highest-ranking police officer in attendance at the meeting, or such other officer designated by the chief of police for that purpose. Upon instruction of the presiding officer, it will be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the Council proceedings.
- d. Resisting Removal. Any person who resists removal by the sergeant-at-arms may be charged with violating Section 42.05 of the Texas Penal Code.
- e. Motion to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a simple majority of the Council will require the presiding officer to do so. A motion to enforce is an allowable interruption and is not debatable.

8. In the event a Council member violates the Charter, these rules or any other ordinance of the city, or acts in a manner that causes embarrassment or disgrace to the City of Weatherford, the Council, on super majority vote, may discipline the offending member. Such action may only take place after an executive session is held to discuss the offense. The offending member will be present at the executive session to answer any questions asked by Council members or make other statements as he/she may desire to make in his/her defense. If the offending member refuses to attend the executive session, the remaining Council members may proceed in his/her absence. The outcome of the executive session will be made publicly in open session, as follows:

- a. No Action. The City Council chooses to take no action.
- b. Private Censure. The City Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the executive session.
- c. Public Censure. The City Council may choose to publicly censure the offending member through a resolution passed by super majority vote and entered into the public record.

9. A Council member prevented from voting by a conflict of interest will file a conflict-of-interest questionnaire with the City Secretary as soon as possible after the posting of an agenda which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed. A Council member prevented from voting by a conflict of interest will step down from the dais and take a seat in the audience, will not vote on the matter, will not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, will not attend executive sessions regarding the matter and will otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

Code of Ethics

The office of an elected official is one of trust and service to the citizens of Weatherford. This position creates a special responsibility for the Council member. In response to this unique challenge, the Council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles will govern the conduct of every Council member, who will adhere to the following.

1. Be dedicated to the highest of ideals of honor and integrity in all public and personal relationships in order that any member may merit the respect and confidence of the citizens of Weatherford.
2. Recognize that the chief function of local government at all times is to serve the best interests of all the people of Weatherford.
3. Be dedicated to public service by being cooperative and constructive and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.
5. Refrain from seeking and/or accepting gifts or special favors.
6. Believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest.
7. Avoid the undesirable influences of family relationships or close relatives of the members of Council, the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Weatherford. (See Part 1, Exhibit A regarding nepotism and kinship.)
8. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the Council.
9. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Weatherford. It is recognized that certain exceptions are made by the state for closed sessions (executive sessions); however, any action as a result of that type of meeting will be handled later in the open session as noted on the agenda.

10. Each Council member should annually take online or attend in person ethics training offered by TML, ICMA, NTCMA, NTCOG, or the Texas Tech Murdock Center.

Council – Staff Relations

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Weatherford. It is for this reason that the Council and the City Manager must understand their respective roles in that process.

The City Manager is the primary link between the Council and the professional staff. Therefore, the Council's relationship with the staff will be through the City Manager. In this manner the citizens are assured integrity is evidenced in local governance in Weatherford.

1. In order to ensure proper presentation of agenda items by staff, questions regarding clarification will be, whenever possible, addressed with the appropriate staff prior to the Council meeting. Concerns or problems regarding an agenda item will be, whenever possible, addressed with the City Manager or his/her designee prior to the Council meeting. This allows staff time to address the Council member's concern and provide all Council members with the additional information.
2. The City Manager will designate the appropriate staff member to address each agenda item and will see to it that each presentation is prepared and presented in order to inform and educate the Council on the issues which require Council action. The presentation will be professional, timely and allow for discussion of options for resolving the issue. The staff member making the presentation will either make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.
3. The City Manager is directly responsible for providing information to all Council members concerning any inquiries by a specific Council member. If the City Manager or his/her staff's time is being dominated or misdirected by a Council member, it is the City Manager's responsibility to inform the Mayor of the concern.
4. The City Manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The City Manager is also responsible for ensuring that his/her staff receives the education or information necessary to address the issues facing municipal government.
5. Any conflicts arising between the staff and Council will be addressed between the Mayor and the City Manager.
6. All staff members will show each other, each Council member and the public respect and courtesy at all times. All staff members are responsible for making objective and professional presentations to ensure public confidence in the process.
7. After an election, the City Manager will ensure staff has prepared the information needed for the orientation of new Council members. The orientation will include but is not limited to Council procedures, staff/media relations, departmental overviews, city facilities, procedures, current agenda items and municipal training programs through TML and NCTCOG.

Council – Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their community, it is imperative that the media play an important role in the public relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents.

These guidelines are designed to help ensure fair relationships with print, radio and television reporters. The Council and the City Manager recognize that the news media provide an important link between the Council and the public. It is the Council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

1. During the conduct of official business, the news media will occupy the places designated for them or the general public. The media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the Council chambers while Council is in session.
2. Since each governmental body conducts business differently, it is requested that all reporters new to Weatherford City Council meetings meet with the City Manager, Mayor, or director of communications and marketing prior to covering their first meeting to be informed of policies and procedures to help foster a professional working relationship between the media reporter and the city.
3. On administrative matters, the City Manager, or his/her designee, is the spokesperson regarding staff information on the agenda.
4. On policy decisions or any Council information pertaining to issues on the agenda, the Mayor, or his/her designee, is the primary spokesperson. In order to ensure fair treatment of an issue, any clarifications requested by the media will be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and that options were discussed before a vote was taken.
5. The Weatherford City Council is comprised of four Council members and a Mayor and each is elected at-large by the citizens of Weatherford. In respect to each Council member and his/her constituents, his/her views as presented on an issue before the Council will provide equitable representation from all five elected officials. Even though Council members may express differing ideas, equitable representation in the media helps promote unity of purpose by allowing each member's position during his/her term of office and not only during the campaign.

Nepotism and Kinship

The City of Weatherford policy reference number 102.01 pertains to nepotism. The policy is applicable to both employees as well as elected officials, in its present and/or future amended form. A copy is attached to this document as Exhibit A. If any situation arises between revisions of this document, please be sure to consult the Human Resources Department to ensure that you have the most current version of the nepotism and kinship policy.

Social Media Participation Policy

The term “social media” refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled Council meeting to receive citizen input, city officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comply with federal and state law.

Commenting on City Accounts

The City of Weatherford uses social media to send and receive messages about city information, services and related programs to community stakeholders including employees, vendors, citizens, media and other members of the public.

1. Similar to others who engage with the city on social media, elected officials should understand the city's current guidelines for public participation, which are subject to change as new technology and tools emerge.
2. The City of Weatherford reserves the right to remove any content that could be considered discriminatory, illegal, obscene, misleading or fraudulent, spam, or any content that may breach intellectual property rights of another. Once posted, the city reserves the right to delete these kinds of submissions:
 - a. Vulgar language.
 - b. Personal attacks of any kind.
 - c. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation.
 - d. Spam or unrelated links to other sites.
 - e. Clearly off topic.
 - f. Advocate illegal activity.
 - g. Promote particular services, products, or political organizations.
 - h. Infringe on copyrights or trademarks.
 - i. Personally identifiable medical information.
 - j. Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

Use of Personal Accounts

As a policy-making body, Council members are given more latitude than city employees to publicly express thoughts and opinions on local issues; however, elected officials should be aware of additional risks related to general participation on social media.

1. Texas Open Meetings Act (TOMA)— Communications between a quorum of Council members about public business, no matter the forum or time, can constitute a “meeting” to which the TOMA applies. The TOMA applies to any post or comment on which a quorum of the Council is commenting. In these cases, an agenda must be posted 72 hours in advance, and the public must be allowed to attend. Council members should consider the following when using personal social media accounts:

- a. Remove elected titles from profiles used to identify a personal social media account and clearly state how constituents should communicate regarding public matters.
 - b. Include an introductory statement in the profile or 'about' section of your account that defines the purpose and scope of the page: "This account is intended for personal use only. The views, postings, positions or opinions expressed on this site are my own and do not represent those of the City of Weatherford. If you are a citizen of Weatherford and would like to discuss city business, please go to [my official page] or contact me at [my official email]."
 - c. Redirect information to official government sources and avoid making posts related to official duties or governmental bodies.
 - d. Redirect political dialogue requests to an alternate means of communication (i.e. email, phone or another preferred social media account).
 - e. Avoid commenting on local issues where other Council members are also participating in discussion.
 - f. Avoid making posts and/or comments on behalf of the city and/or the City Council.
 - g. Avoid making posts and/or comments in your official capacity as an elected official.
 - h. Avoid making posts and/or comments regarding city business.
2. Texas Public Information Act (TPIA) – State law clarifies the definition of "public information" as information that is written, produced, collected, assembled or maintained in connection with the transaction of official business, which includes email, Internet posting, text message, instant message and other electronic communication. Council members should consider the following:
 - a. Hide, rather than delete, clearly inappropriate public comments on your personal or official social media account, if possible. In some cases, comments may still be subject to verification or public disclosure in the future. When in doubt, do not delete it.
 - b. Avoid responding to inappropriate comments or personal attacks on social media. If the person commenting is persistent, redirect them to an alternate method of communication (i.e. email).
 - c. Be aware that a personal social media account may still be subject to the TPIA, to the extent that it pertains to city business.
3. First Amendment – Constituents post comments on elected officials' personal pages to voice concerns on public issues. Once an elected official's social media page is opened for political discussion, it becomes a public forum for speech and debate, instantly granting every user a First Amendment right to comment. Therefore, consider the following:
 - a. Limit open-ended political and city business discussions from personal social media accounts and redirect dialogue requests to an alternate social media channel.
 - b. When in doubt, do not block users. Especially those with whom you have previously engaged. If you must, consult with legal counsel first, and then document your actions and reasons for blocking a user.

Use of Official Accounts

If you choose to create a social media account to engage with constituents, best practice is to keep this account distinct and separate from other personal accounts that you maintain.

Elected officials increasingly use social media for reelection purposes. Mixing campaign and constituent communications in the same account could put you at risk for violating laws that prohibit using government resources for political purposes. Consider the following:

1. Make it official – Your account profile, description and photo should clearly indicate your position as a member of the Weatherford City Council and your intent to use the account to communicate with constituents.

2. Your account is a public forum – Your engagement with the public on social media as an elected official establishes your platform as a limited public forum, which affords users the right to comment on content you publish. It also means that any speech restrictions or censorship is subject to strict scrutiny, and First Amendment activities generally may not be prohibited. When in doubt, do not delete it.
3. Prohibited content is defined by city policy – For consistency, consider managing prohibited content on your accounts in the same way city-administered accounts are managed. See “Commenting on City Accounts” section 2, a-j above.
4. Campaign separately – Council members in office should not use city-administered or funded social media accounts for electioneering. It is equivalent to campaigning from the dais during a public meeting, which violates state law.
5. Involve legal counsel – If you are unsure about publishing certain content, or feel you are justified in the removal of content, involve legal counsel before deciding.

General Guidelines

1. Be transparent – Honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. Be clear about why you support, or do not support, certain policies or programs.
2. Be judicious – Make sure efforts to be transparent do not violate applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are private or internal to the city or any other public entity. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the TPIA.
3. Be knowledgeable – Write in first-person and consider including links to information sources. If you publish to a website outside of the city, consider using a clarifier such as: “These comments and opinions reflect my position as one member of Weatherford City Council.” If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, seek an opinion from legal counsel.
4. Be perceptive – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the city. Be sure that all content associated with you is consistent with the city’s values and professional standards.
5. Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly “composed” language. Use your own personality and say what is on your mind. Consider content that is open-ended and invites responses. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
6. Be excited – The city is making important contributions to the community, state and nation on a broad range of issues. Activities are focused on providing services and innovation that benefit citizens and stakeholders. Share what Weatherford is doing and open up social media channels to learn from others.

7. Be valuable – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things they value. Social communication from city leaders should help citizens, partners and families. It should be thought-provoking and help build a strong community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the city better, then it adds value.
8. Be responsible – What you write is ultimately your responsibility. Do not publish something that makes you uncomfortable. If you are unsure, check with the Public Information Officer or legal counsel. Ultimately, what you publish is yours, as well as the responsibility and potential consequence.
9. Mistakes happen – If you make a mistake, admit it. Be upfront and quick with your correction. In some cases, you can modify an earlier post. Always be sure it is clear that you modified the original post.

Records Retention

1. Because of your position as an elected official, activity on your social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record. Consider the following:
 - a. The city does not archive or manage Council member social media accounts. You are solely responsible for retaining and archiving content published to your individual accounts.
 - b. When in doubt, do not delete content without consulting with legal counsel first.
2. Social media content administered by city employees, and intended for public access and comments, will follow a minimum retention period of two years, as established by the Texas State Library and Archives Commission. This includes Council member comments posted on city accounts.
3. When applicable, the city will use a software-assisted social media tool to capture and archive monitored content. This includes Council member comments posted on city accounts.

Definitions

For the purpose of this policy, unless otherwise stated, the following definitions apply:

1. Comment – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.
2. Connections – Any deliberate links between a user and a social media channel or page regardless of how the link is initiated. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.
3. Limited forum – a public forum voluntarily created by the government that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.
4. Post – Anything published in an online forum or social media channel.
5. Social media – Internet based third-party platform that facilitates interaction and engagement among individuals in a virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, blogs and wikis.

Violation of Policy

This policy is not meant to circumvent or bypass any other process, policy or law that is applicable to the City Council. Social media activity and conduct by Council members should comply with this policy and all other processes, policies and laws that may apply.

Policy Updates

The City Council reserves the right to amend these terms of use at any time.

Proclamation Policy

Proclamations will be issued at the discretion of the Mayor and in keeping with the following guidelines:

1. Should be requested by a City of Weatherford citizen or business owner.
2. Should have a positive local impact.
3. Should not duplicate other requests.
4. Should not take sides in matters of political controversy, ideological or religious beliefs, or individual conviction.
5. May be issued to organization for presentation by them or Mayor at their own event in lieu of at a City Council meeting.

Rules of Procedure

Article 1. General

1.1 Authority.

Article VII, Section 13 of the City Charter of the City of Weatherford, Texas grants the Council the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

1.2 Applicability.

The rules of procedure adopted by the Council are applicable not only to the Council, but also to the Municipal Utility Board and all other boards, commissions and committees of the City of Weatherford.

1.3 Amendment.

These rules may be amended, or new rules adopted, by a majority vote of the Council members of the present.

1.4 Regular Review.

Following the municipal election each year, Council is encouraged to review these rules of procedure, make changes as appropriate and adopt their own rules of procedure in accordance with the Charter. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the Council's right and ability to amend the rules at any other time during the year, in accordance with the Charter.

Article 2. Meetings

2.1 Regular Meetings.

In September, the City Manager will present the Council a meeting schedule for adoption covering the entire fiscal year. The Regular Meetings will be held on the second and fourth Tuesday of each month at 5:30 p.m. In the months of July, November and December, the meeting schedule will be altered to accommodate holidays and summer breaks for staff and council members. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate. If a Regular Meeting lacks a quorum, has no agenda items, or faces other unforeseen circumstances that justify cancellation, the Mayor, in consultation with the City Manager or their designee, will cancel the meeting and notify the City Council and the public.

2.2 Emergency Meetings.

In case of an emergency or urgent public necessity, which will be expressed in the meeting notice, it will be sufficient if members receive and notice is posted two (2) hours before the meeting is convened. Notice will be provided also to the media in accordance with the Texas Government Code, Section 551.047.

2.3 Work Sessions and Executive Sessions.

Work sessions are special meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council.

Executive sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. The Council can retire into an executive session as stated on a posted agenda during a regular or special meeting, if a motion is duly made and seconded and affirmed by a majority of the Council. Before said session begins, the presiding officer will announce that the executive session is commencing. A certified record of the meeting will be created by the presiding officer or his/her designee, sealed and permanently kept, subject to opening only by court order. No voting or action will be taken by the Council during an executive session. No other subjects but those posted on the agenda are to be considered. Adjournment of the executive session and any vote needed will be made during open (public) session. Items discussed in executive session are to remain private. Except for action taken in open session, no Council member, staff member or legal counsel may discuss or reveal the proceedings of an executive session. Section 551.146 of the Texas Government Code makes such an act a class B misdemeanor and opens the person who reveals such information personally liable for any damages resulting from such action.

Work sessions and executive sessions will be held after the regular session unless a specific reason necessitates that they be held prior to the regular session.

2.4 Quorum.

Any three (3) members of the City Council will constitute a quorum for the transaction of any business, except that if the number of Council members is, due to vacancies, reduced to less than three, a quorum will consist of all of the remaining Council members and the affirmative vote of a majority of those present will be sufficient and necessary to adopt or repeal any ordinance or resolution. (Charter Art VII § 15 – Legislative Procedure.)

2.5 Presiding Officer.

The Mayor will serve as the presiding officer for all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem will serve as the presiding officer. In the absence of the Mayor Pro Tem, the City Secretary will call the meeting to order if a quorum of the Council is present and the first order of business will be for Council to elect by majority vote, a temporary presiding officer from the members

then seated and in attendance. The temporary presiding officer will serve in such capacity until the meeting is adjourned.

The presiding officer will serve as the chair of all meetings and will make final rulings on all questions pertaining to these rules. All decisions of the presiding officer are final unless overruled by the City Council through a motion to appeal as described in Article 3 section 7. c.

The presiding officer is entitled to participate in the discussion and debate and is entitled to vote on all business before the City Council.

The presiding officer of boards, commissions or committees will be the person selected by the board, commission, or committee as the chair, co-chair, or vice chair. If these persons are not in attendance, the secretary will call the meeting to order and the board, commission, or committee will choose a temporary presiding officer from among the members in attendance.

[2.6 Minutes of Meetings.](#)

The City Secretary will keep an account of all proceedings of the Council and they will be open to public inspection.

[2.7 Suspension and Amendment of Rules.](#)

Any provisions of these rules not governed by federal, state law or the City Charter may be temporarily suspended by a super majority vote (see Article 3.7 of these rules) of the City Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the City Council and will have received preliminary approval of the City Council at such meeting. For the purpose of this section, preliminary approval will mean a motion and a second with a majority vote to preliminarily approve the amendment.

[Article 3. Parliamentary Procedure](#)

[3.1 Purpose.](#)

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings. Simple rules lead to a wider understanding and participation. Complex rules create two classes: (1) those who understand the rules, and (2) those who do not fully understand and those who do not fully participate. The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the City Council. In a democracy, the majority opinion carries the day. These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

[3.2 Model Format for an Agenda Item Discussion.](#)

The following steps may be used as a model or guidebook by the presiding officer. The meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be handled by the presiding officer (Mayor) in the following basic format:

1. Announce the Item. Clearly announce the agenda item number and clearly read the caption for the item being considered.
2. Receive a Report. Invite the appropriate person(s) to report on the item, including any recommendation they might have. Staff reports will be given first, followed by applicant presentations, if any.

3. Ask Clarifying Questions. Council members, once recognized by the presiding officer, may ask technical questions for clarification by the person(s) who reported on the item.
4. Seek Citizen Input. The presiding officer will invite public comment or, when necessary, open the public hearing. Upon conclusion, the presiding officer will announce that public comment is closed or close the public hearing.
5. Motion First. The presiding officer will invite a motion from Council members before debate is given on the merits of the item and stated which member made the motion.
6. Motion Second. The presiding officer will determine if any member seconded the motion and announce which member seconded the motion. If no member seconded the motion, then the motion fails and will be so stated by the presiding officer.
7. Repeat Motion. If a motion is made and seconded, the presiding officer will make certain that everyone (including the audience) understands the motion. This is done in three ways:
 - a. Ask the maker of the motion to repeat it;
 - b. Repeat the motion; or
 - c. Ask the City Secretary to repeat the motion.
8. Discuss the Motion. The presiding officer invites Council members to discuss the motion. If there is no desired discussion, the presiding officer calls for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
9. Vote. The presiding officer calls for the vote. Unless a super majority is required for passage of the motion, a simple majority vote determines whether the motion passes or fails. Unless a Council member seeks recusal from voting on any question where the vote would constitute a conflict of interest and that recusal is consented to by a majority of the remainder of the Council, all members of the Council, including the Mayor, will vote upon every item. Any Council member refusing to vote unless so excused will be entered upon the minutes as voting in the affirmative. (Art. VII § 15 – Legislative Procedure of the City Charter). Action items require a vote.
10. Announce the Outcome. The presiding officer announces the results of the vote and will also state what action (if any) the Council has taken. The presiding officer will announce the name of any member who voted in the minority on the motion.

3.3 The Basic Motion.

The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move approval of the ordinance as submitted,” or “I make a motion that we deny the resolution.”

3.4 The Motion to Amend.

If a member wants to change a basic motion, he or she would move to amend the original or previously amended motion. A motion to amend might be: “I move that we amend the motion to include the changes we discussed to the ordinance.” A motion to amend seeks to retain the basic motion on the floor (a motion already made and seconded), but to modify it in some way. A motion to amend requires the agreement of the person making the original motion. If the basic motion has already been seconded, the motion to amend must also be acknowledged and accepted by the member who seconded the basic motion.

3.5 Discussion and Debate.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, the basic motion and the motion to amend are all eligible, each in their turn for full discussion by and before the Council. Discussion and debate can continue as long as the members wish to discuss it, or until the presiding officer decides that it is time to move on and calls for a vote on the motion.

3.6 Other Motions.

The following motions are NOT debatable, and the presiding officer must immediately call a vote on the motion, if seconded by another member.

1. Motion to Adjourn. Requires the Council to immediately adjourn to its next regularly scheduled meeting.
2. Motion to Recess. Requires the Council to immediately take a recess. Normally the presiding officer will determine the length of the recess, which could last for a few minutes to several hours.
3. Motion to Fix the Time to Adjourn. Requires the Council to adjourn the meeting at the specific time set in the motion. For example, "I move we adjourn this meeting at Midnight."
4. Motion to Table. Requires discussion of the agenda item to be halted immediately and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item will be placed on the agenda for the following meeting.
5. Motion to Remove from the Table. Allows the Council to remove an item previously placed on the table. A vote in favor of removing an item from the table must be made before the Council can act on an item that was tabled.
6. Motion to Continue. Allows the Council to continue a public hearing until a date and time certain.

3.7 Motions Requiring a Two-Thirds or Super Majority Vote to Pass.

Normally a super majority vote consists of four votes (three to pass as a simple majority, plus one more). For the purposes of these rules and as defined in the Charter, a three-fourths vote will also be considered a super majority vote and will require a like number of votes as a two-thirds vote. In exceptional circumstances where the number of Council members is diminished to less than four due to vacancy, the following will constitute a two-thirds or super majority vote:

NUMBER OF COUNCILMEMBERS	NUMBER OF VOTES FOR SUPER MAJORITY
5	4 or more
4	4
3	3
2	2
1	1

1. Motion to Limit Debate. This motion is sometimes referred to as, "moving the question" or, "calling the question." When a Council member makes such a motion, the member is saying,

“I have had enough discussion, let us vote on the issue.” When such a motion is made, the presiding officer will ask for a second, stop the discussion and vote on the motion to limit debate.

2. Motion to Object to the Consideration of an Item. This motion precludes the Council from even considering the item on the agenda. It does not preclude the item from appearing on a future agenda. (Normally, this motion is unnecessary, because the objectionable item can be defeated outright or tabled.)
3. Motion to Suspend the Rules. This motion allows the Council to suspend its own rules for a particular purpose. For example, the Council may desire to give a particular speaker more time than normally allowed. A “motion to suspend the rules and give the speaker ten additional minutes,” accomplishes this desire.
4. Motion to Hire/Fire the City Manager. The City Manager will be appointed or removed by a super majority vote, provided that his/her salary may be set by a simple majority vote. (Charter Art VI § 1 – City Manager.)

3.8 Motion to Reconsider.

A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As such, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting (if properly noticed and on the posted agenda). A motion to reconsider made at a later time is considered untimely and it may not be considered unless the Council suspends the rules to consider it.

The motion to reconsider can only be made by a member of the Council who voted in the majority on the original motion. The motion to reconsider may be seconded by any member of the Council regardless of how they voted on the original motion. If a member of the Council who voted in the minority on the original motion seeks to make a motion to reconsider, it MUST be ruled out of order by the Mayor. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.

If a motion to reconsider passes, then the original matter is back before the Council and a new original motion is in order. The matter may be discussed as if it were on the floor for the first time.

Article 4. Agenda Order

The City Secretary will prepare an agenda at the direction of the City Manager. The agenda will be posted a minimum of 72 hours prior to the meeting. Agendas will be available to the Council on the city’s website and in iLegislate on the day of the posting. Agendas will be posted timely and prior to the 72-hour minimum when possible. In the event of an emergency meeting, this provision will be suspended when not inconsistent with the provisions of federal or state law.

In order to facilitate the agenda process, the Mayor or two Council members may place an item on the agenda. Staff assistance, if required, will be requested through the City Manager (Art. VII § 10(c) – Interference in Administrative Matters of the City Charter). Agenda items must be provided to the City Manager’s office at city hall by 12:00 noon on the seventh (7th) calendar day preceding the date of the regular meeting. If the agenda topic does not allow for staff to adequately prepare information for Council’s consideration, the item may be postponed until the next regular meeting.

1. Invocation. All regular meetings will begin with an invocation.
2. Call to Order & Announcement of a Quorum. The presiding officer will call the meeting to order, will announce that a quorum is present and will state the names of members that are absent.
3. Pledges of Allegiance to the United States & Texas Flags. The Council will recite the Pledge of Allegiance, first to the United States Flag and then to the state Flag of Texas. The Council welcomes individuals and organizations, young and old, to lead the pledges.
Presentations & Proclamations. The presiding officer or assignee will make any presentation or deliver any proclamation as may be permitted. Outside entities and organizations granted permission to make a presentation will be placed in this section.
4. Approval of the Minutes. The Council will consider the minutes of any meeting presented for their review since the last regular meeting. This heading will be used when there are no other items listed on a consent agenda.
5. Consent Agenda Items. The consent agenda may consist of any and all business regularly coming before the Council including approval of the minutes of previous meetings. All items set out in the consent agenda will be deemed passed upon passage of an affirmative motion, by a vote of the majority of the Council members in attendance. No further action will be deemed necessary. Any member of the Council may request that any item be removed from the consent agenda and considered separately. Such request will be honored as if it had been passed by majority vote. If any item was removed from the consent agenda, it will be considered immediately following approval of the remainder of the consent agenda.
6. Public Hearings. This section is only used when a statutorily required public hearing is part of the order of business. The presiding officer will: 1) request staff presentation; 2) open the public hearing and receive citizen input in the following order: proponents, then opponents (Council members may ask questions of the speakers); 3) close the public hearing upon conclusion of citizen comments; and 4) allow for Council deliberation and/or action on the matter.
7. Regular Agenda Items. Items for individual consideration will be considered by the Council individually and approved by either a simple majority vote or a super majority vote as the case may be.
8. Staff Reports. This section is used for routine reports provided by staff to Council.
9. Future Agenda Items. The Council may request items to be placed on a future agenda at this time. No discussion or deliberation of the items may take place at this time, other than a determination of Council consensus to direct staff to place the item on a future agenda.
10. Media Inquiries. The recognized local media sources may direct questions to members of the City Council through the community relations manager or directly to Council members as appropriate between sessions. The recognized local media sources will generally be provided an opportunity to ask questions of the City Council toward the end of regular session agendas. As a general rule, each media source will be provided two questions and one follow-up question, limited to five (5) minutes per media source.

11. Work Session Items. Council may hold work sessions to conduct detailed and thorough exploration of matters that may properly come before the Council. Only a limited number of matters will be considered during a given work session and sufficient time for consideration of such matters will be provided. All questions of a technical nature, which require a detailed explanation for understanding, may be considered. No formal action may be taken at a work session; however, Council may provide staff direction on the matter being considered and ask that the item be placed on a regular or special called meeting agenda for formal action. Audience comments or questions will not be considered in a work session. Work sessions maybe held on separate dates and times from regular meetings.
12. Executive Session Items. This section is only used when it is known in advance that it will be necessary for the Council to convene in executive session. Executive sessions are closed to the public.
13. Action on Executive Session Items. This section is only used if Council conducts an executive session. Action on executive session items must be taken during public session of the Council.
14. Citizen Comments on Non-Agenda Items. All persons desiring to speak to the Council on a non-agenda item must submit a 'speaker card' to the City Secretary at least five (5) minutes before meeting starts.
15. Each speaker is limited to a maximum time limit of three minutes on non-agenda items. In accordance with the Open Meeting Act, the Council cannot comment or respond to questions during non-agenda items.
16. Adjournment. The presiding officer will adjourn the meeting upon passage of the appropriate motion.

Article 5. Rules Governing Citizen Comments

It is the Council's desire to hear from the citizens of Weatherford and to stimulate discussion and offer a forum for a cordial and meaningful public debate on matters that are properly a concern of the Council. The following rules will control and govern audience comments.

Immediately preceding the opening of a public hearing, the presiding officer may direct the City Secretary to read the rules governing citizen comments.

Public comments must be kept relevant to the subject before the Council. The presiding officer will rule on the relevance of comments. Persons making personal, loud, crude, irrelevant, redundant or slanderous remarks may be cut off and/or barred by the presiding officer from further comment during the meeting. Audience members who wish to speak during a meeting must first complete a speaker card and submit it to the City Secretary.

Citizen participation on agenda items is encouraged; however, due to time constraints, the Mayor may limit citizen comments to 30 minutes per agenda item. Each speaker is limited to one presentation per item and a maximum time limit of three minutes on any item, including public hearing items. Groups larger than five are asked to appoint a spokesperson for their group; such spokesperson will be afforded more than three minutes to express comments on behalf of the group.

1. No individual may address the Council without submitting a speaker card prior to the item being called. The card must clearly state the subject or issue on which the citizen wishes to

speak. If the subject matter does not pertain to city business the presiding officer will advise the individual and/or make recommendations as to how they may get the issue addressed.

2. Citizens speaking on agenda items will restrict their comments to the subject matter listed.
3. Citizens speaking on non-agenda items will only speak on matters pertaining to city business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
4. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to:
 - a. Make a statement of specific factual information given in response to the inquiry, or
 - b. A recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.
5. Proper respect, decorum and conduct will prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited, and violators may be removed from the Council chambers.
6. No placards, banners or signs may be displayed in the Council chambers or city hall. Exhibits relating to a presentation are acceptable.
7. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.
8. Unauthorized remarks from the audience, stomping of feet, applauding, whistles, yells, or any type of disruptive behavior is prohibited. Applause of appreciation may be acceptable when recognizing a significant event or achievement.
9. Council meetings are the workplace to carry out the business of the City of Weatherford; therefore, any conduct that could constitute harassment in the workplace is prohibited.
10. In all cases, the Mayor will preside over the Council meeting and ensure that proper conduct and decorum is adhered to.
11. The Mayor will preserve order and decorum and, if necessary, will cause to be silenced or removed from the Council chambers any person speaking out of order or disrupting the order of the meeting.

[Article 6. Boards, Commissions and Committees](#)

[6.1 General.](#)

The Municipal Utility Board is detailed under Article IX of the Charter. All other standing boards and commissions are detailed under Title II, Commissions and Boards, of the City of Weatherford Code of Ordinances. Ad hoc boards or committees may be temporarily appointed and terminate upon completion of a specific task or special purpose for which it was created, or when abolished by a majority vote of the City Council. No ad hoc board/committee will have powers other than advisory to the City Council.

[6.2 Meeting Times and Agenda Order.](#)

Boards, commissions and committees will set their own meeting dates and times. All boards, commissions

and committees will be subject to these rules, with the exception of Article 4. Each board, commission and committee will set their own agenda, so long as it is in accordance with the Texas Open Meetings Act.

6.3 [Boards with Regulatory Authority.](#)

- Building and Standards Commission
- Municipal Utility Board
- Planning and Zoning Commission
- Zoning Board of Adjustment

6.4 [Boards without Regulatory Authority.](#)

- Animal Shelter Advisory Committee
- Historic Preservation Commission
- Parks and Recreation Advisory Board
- Transportation Advisory Board
- Weatherford Economic Development Board
- Weatherford Public Library Board

6.5 [Appointments.](#)

The Council's Recommendation Committee consists of two elected Council members. The Recommendation Committee will review applications and or conduct phone/in-person interviews with eligible applicants for open positions. Between January 1 through June 30, Council members Places 1 and 3 are the Recommendation Committee. Between July 1 through December 31, Council members Places 2 and 4 are the Recommendation Committee.

6.6 [Board Members' Service.](#)

Members appointed to boards, commissions or committees that do not have regulatory authority serve at the will of the Council and may be removed, replaced, or not reappointed at the discretion of the Council, by majority vote, with or without cause. When conducting the business of the city, appointed members of all boards, commissions or committees will follow the rules of procedure set forth for the City Council.

6.7 [Open Government Training.](#)

Upon initial appointment, within 90 days of taking the oath of office or assuming duties, all board, commission and or committee members will be required to watch the Texas Public Information Act and the Texas Open Meetings Act training videos as provided by the Office of the Attorney General.

6.8 [Council Liaisons.](#)

One Council member will be appointed as the Council liaison to each of the city's boards, commissions or committees. Council liaisons will be appointed by Council with consideration given to applicable expertise. Council liaisons may attend, but are not required to attend, the meetings of the boards, commissions or committees to which they have been appointed as liaison. Board and commission members may contact their Council liaison concerning items of concern or interest with regard to their appointed board.

Table of Motions and Points of Order

MOTION/ORDER	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE TYPE
Basic Motion	Yes	Yes	Yes	Simple
Motion to Amend	*	No	Yes	N/A
Motion to Adjourn	Yes	No	No	Simple
Motion to Recess	Yes	No	Yes	Simple
Motion to Fix the Time to Adjourn	Yes	No	No	Simple
Motion to Table	Yes	No	No	Simple
Motion to Limit Debate	Yes	No	No	Super
Motion to Object to the Consideration of an Item	Yes	No	No	Super
Motion to Suspend Rules	Yes	No	No	Super
Motion to Reconsider	Yes	Yes	Yes	Simple
Point of Privilege	No	No	No	N/A
Point of Order	No	No	No	N/A
Motion to Appeal	Yes	Yes	No	Simple
Call for Orders of the Day	No	No	No	N/A
Withdraw a Motion	No	No	No	N/A
Motion to Enforce	Yes	No	No	Simple
Motion to Hire/Fire the City Manager	Yes	Yes	Yes	Super

* For the purposes of these rules, Amendments are not debatable and only require the approval of the member who made the original motion. An amendment to an amendment, requires first the approval of the member who made the original amendment and secondly the approval of the member who made the original motion.

CITY OF WEATHERFORD

Section:	HUMAN RESOURCES	Reference Number:
		102.01
Subject:	EMPLOYEE APPOINTMENT	Initial Effective Date:
		6/01/2014
Title:	NEPOTISM / PERSONAL RELATIONSHIPS	Last Revision Date:
		9/22/2019

The City of Weatherford shall not contribute through employment, in-house advancement or transfer process, to the creation of any inequity or impropriety among its employees. The City, therefore, places restrictions on applicants and employees who become related to each other and potential employees (applicants) of the City.

Employment of relatives is permitted; however, no City employee shall be employed or regularly work on an ongoing basis in a direct line of supervision with a relative, nor shall City employees be transferred or promoted into positions that would create a direct line of supervision with a relative.

The hiring and promotion of relatives shall not be allowed if that action creates a conflict of interest for the City as determined by the City Manager. When any relationship through consanguinity or affinity presents a conflict of interest for the City, the City reserves the right to take appropriate action to eliminate the conflict.

No applicant related within the first or second degree of affinity or consanguinity to the Mayor, any member of the City Council or any of the City Boards, City Manager, Deputy City Manager or Assistant City Manager, is eligible for part or full-time employment. This provision does not apply to any employee who is already employed by the City at such time as the Mayor or Council Member is elected, or a Board Member is appointed, or a promotion to a Department Director, Deputy City Manager, Assistant City Manager, or City Manager position is made.

In addition, the provisions of the City of Weatherford Charter, Article VII, Section 26, Prohibited Appointments, shall apply. This section specifically states, "No person related within the second degree by affinity, or within the third degree by consanguinity, to the Mayor or any of the Council members, shall be appointed to any office, position, employment, clerkship, or service of the City. (This Section reads as amended by the election held April 4, 1981)."

While the City encourages amicable working relationships between members of management and their subordinates, involvement in a romantic relationship or a personal friendship that compromises or creates a perception that compromises a member of management's ability to perform his/her job is prohibited. Any relationships and behavior outside the workplace between management and subordinates that lead to favoritism, or a perception of favoritism, are also prohibited. Any involvement of a romantic nature between a member of management and anyone he/she supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to disciplinary action, up to and including termination.

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Failure by a supervisor to disclose their knowledge of a familial or personal relationship between employees that is prohibited by this section (including relationships involving the supervisor) to their supervisor or to the Human Resources Department may result in disciplinary action, up to and including termination. Failure of an employee to disclose his or her involvement in a personal relationship that is prohibited by this policy to their supervisor or to the Human Resources Department may result in disciplinary action, up to and including termination.

For purposes of this policy, a relative includes the first, second and third degree of consanguinity (blood or adoption); the first and second degree of affinity (marriage); and unmarried couples living together. The term "spouse" shall mean persons who are living together in conjugal relationships, whether legally married or not, and such persons shall be considered a spouse for the purposes of determining affinity.

ADMINISTRATIVE PROCEDURE:

For the purposes of this policy, the following shall constitute familial relationship:

A. Consanguinity (Blood Relationships)

<u>1st Degree</u>	<u>3rd Degree</u>
Mother	Great Grandson
Father	Great Granddaughter
Son	Great Grandfather
Daughter	Great Grandmother
	Uncle (your mother's or father's brother)
<u>2nd Degree</u>	Aunt (your mother's or father's sister)
Brother	Niece (your brother's or sister's daughter)
Sister	Nephew (your brother's or sister's son)
Grandfather	
Grandmother	
Grandson	
Granddaughter	

B. Affinity (Marriage Relationships)

<u>1st Degree</u>	<u>2nd Degree</u>
Spouse	Brother-in-law
Stepchildren	Sister-in-law
Mother-in-law	Spouse's grandparents
Father-in-law	Grandchildren, step-grandchildren
Son-in-law	Stepbrother
Daughter-in-law	Stepsister