



**Minutes of Special Meeting of the Board of Alderman  
For the City of Valley View, Texas 04/14/2022**

**Call meeting to order** – Mayor Chalk called the meeting to order at 5:30.

**2. City Council training regarding general Council procedures for meetings and relevant Local Government and Government Code provisions.**

Emily Bowlin, City Attorney, presented a packet of information and proceeded to go through each page giving details and answering questions specific to that section.

The first topic covered was the Open Meetings Act and that Agendas must generally be posted 72 hours in advance, but there were some instances where extended notice is required – that would be coordinated between Ms. Bowlin and Lynn Morgan, City Secretary. She also advised that only what is on the Agenda can be discussed and that if anything outside of that comes up, the meeting needs to be called to order and gotten back on topic.

Alderman Sandmann asked if changes could be made after the posting and Ms. Bowlin stated that some amendments could be made within that 72 hour period.

Ms. Bowlin stated some Boards have adopted specific Board rules while others use Robert's Rules of Order. Mrs. Morgan stated there were previous minutes referencing following Robert's Rules of Order. Ms. Bowlin said that not following the order does not negate an action by the Board.

Ms. Bowlin stated that to introduce an Item into the Agenda, the can either read exactly as written or summarize after an introduction. She said that after the introduction, staff or other person representing the item makes the presentation before opening it the Board for discussion.

Alderman Wilkerson asked that if there is a roomful of people with the same feelings towards a topic, if there can be a general consensus or if they all have to be heard from. Ms. Bowlin stated if it's a Public Hearing, they all talk, if it's a general item, they can be put together. She reminded that the public has the right to speak during a Public Hearing but not on individualized items unless the Board or Mayor wants to call on a specific person. Mrs. Morgan asked for clarification if Public Comments are during each Item or at the beginning of the meeting, as there seems to have been some confusion in the past. Ms. Bowlin reviewed the current verbiage for Public Comments and suggested making language changes to make it clear it's at the beginning of the meeting and for behavior expectations to be understood. Alderman Wilkerson asked if the time limit was 3 minutes or 5 minutes. Mrs. Morgan stated it has been 3 minutes. Ms. Bowlin asked if it had been timed and Mrs. Morgan stated not historically, as it hasn't been an issue. Ms. Bowlin stated the Board can extend time on a case by case basis to allow for explanation for further understanding.

Ms. Bowlin stated that after the Item is introduced and presented, it's open for discussion. She stated generally the discussion is after the presentation, but that sometimes it makes sense to ask during the discussion. Mrs. Morgan clarified that during Public Hearings, discussions are after the presentation. Ms. Bowlin stated the Mayor is to call the meeting back to order if there is discussion outside of the topic or if there is too much overtalking to follow along.

Ms. Bowlin said that for motions, the Mayor will declare the end of the discussions and ask for a motion. Mrs. Morgan asked if the board had to wait for the Mayor before making a motion. Ms. Bowlin advised they did not, but if there is any discussion after a motion has been made, the original motion will need to be withdrawn or amended to meet any changes uncovered during additional discussions because there can't be two competing motions at the same time. Alderman holder stated that instance has happened before.

Alderman Wilkerson asked what to do in case where the motion would be to not do something. Ms. Bowlin advised it was best to take no action, but denials or denials with prejudice on Public Hearings need to be motions.

Mrs. Morgan clarified that "no action" means nothing will be on the next Agenda unless it is brought back by request, while "tabled" means it will be at the next meeting unless another date is specified.

Ms. Bowlin stated that once a motion is made and seconded, the Mayor states that and then asks for a vote and to always ask for yes and no votes, regardless if it's unanimous yes.

Ms. Bowlin stated that as much work as possible is completed outside of the Board meetings, but actions taken outside of the meetings are not binding. Mrs. Morgan stated there have been instances that invoices or emails have been received that were not related to Board approved items.

Alderman Wilkerson asked who submits items for the Agenda , especially if it's an outside developer. Ms. Bowlin stated it would be best to be submitted by them, as there are generally other questions related to the agenda item.

Ms. Bowlin advised that other Cities have had legal issues with Board members being sued by contractors for trying to stop progress on approved contracts. She also stated that Board members are not Code Enforcement officials.

Alderman Holder asked if a Board member can call the meeting back to order and Ms. Bowlin stated they could.

Alderman Wilkerson asked what could go to Executive Session. Ms. Bowlin explained the legal reasons to go to Executive Session, including consult with attorney. She stated she can generally see how a discussion is going and recommend Executive Session if she thinks it would be beneficial.

Alderman Holder asked if a motion is denied could it be brought back. Ms. Bowlin said if it's a zoning request, it can be brought back as long as it was not denied with prejudice.

Alderman Wilkerson stated that development proposals could not be denied simply because it's not wanted. Ms. Bowlin confirmed and stated there has to be a valid reason for denial

### **3. Adjourn.**

**Alderman Sandmann made a motion to adjourn at 6:32pm. Alderman Holder seconded the motion and the motion passed 4-0.**

**Minutes of the Board of Aldermen were approved this 9<sup>th</sup> day of June, 2022.**