

**CITY OF WOODCREEK
RESOLUTION No. 2025-12-10-03**

**ORDER SETTING
RULES OF PROCEDURE, CONDUCT, AND DECORUM
AT MEETINGS OF THE
CITY COUNCIL
FOR THE CITY OF WOODCREEK, TEXAS**

Pursuant to the Laws and Rules of the State of Texas, the City of Woodcreek ("City") is a Texas General Law Municipality, and the City Council recognizes its responsibility and authority to adopt reasonable policies pertaining to meetings of the City Council that are necessary for the government of the City, and in the public interest to promote health and safety as well as the general welfare, and further advance the good order of the City as a body politic.

IT IS THEREFORE ORDERED THAT the following policies for the enforcement of Rules of Procedure, Conduct, and Decorum at Meetings of the City Council are hereby adopted:

- I. All Regular, Special, Emergency, and Executive Session Meetings of the City Council will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Texas Government Code, Chapter 551.
- II. The City Council normally meets on the 2nd Wednesday of each month at 6:00 p. m. in the Council Chambers of the Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas.

III. The business of the City of Woodcreek is conducted by and between the members of the City Council and by those members of the City staff, city officials or department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited to attend all open meetings of the City Council, participation is limited to that of observer unless a member(s) of the public is requested to address the City Council on an issue(s) or unless a Public Participation Form has been completed and submitted to the City Secretary or designated staff. However, the City Council may generally only discuss issues that are properly posted on the agenda.

- A. Each person addressing the City Council must provide his/her legal name for the official records and meeting-minutes preparation. Each member of the public who appears before the City Council shall be limited to a maximum of three (3) minutes to make his/her remarks. The City Secretary or such other designated staff shall maintain time for each speaker.
- B. Maximum overall discussion on any agenda item, regardless of the number of members of the public wishing to address the Council, shall be limited to forty-five (45) minutes. However, the Council reserves its discretion to allow additional time and speakers for matters of exceptional public interest. If a member of the Council objects to additional overall time and speakers, a vote will be taken.
- C. The City of Woodcreek City Council is not a forum to publicly demean any group or individual. Accordingly, the Council will not allow a member of the public to make direct comments toward any specific member of the Council or City staff. Comments should be made to the Council as a body and not be accusatory, derogatory or threatening in nature. Any profane, insulting, or threatening language directed toward the Council and/or any person in the Council's presence and/or racial, ethnic, or gender slurs or epithets will **not** be tolerated. Proper attire for men, women and children is mandatory. Inappropriate attire includes, but is not limited to, items such as suggestive or offensive t-shirts. Those members of the public who are inappropriately attired or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting until such time as they comply with the Council's directive. Violation of these rules may result in the following sanctions:

- 1. cancellation of a speaker's remaining time;
- 2. removal from the City Council room;

3. a temporary loss of future speaking privileges; and/or
4. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes, and Codes of the State of Texas.

- IV. The Mayor is the presiding officer of the City of the Woodcreek City Council. As presiding officer of the Council, the Mayor is responsible for conducting all meetings. In the event of absence of the Mayor, the Mayor Pro Tem shall serve as the presiding officer. Except as otherwise authorized by the City of Woodcreek City Council, the Mayor shall be the presumptive signatory of the City of Woodcreek City Council and, in the Mayor's absence, the Mayor Pro Tem shall act as the presumptive signatory of the City of Woodcreek City Council.
- V. At the discretion of the Council, town meetings and public hearings may be conducted. The above rules of procedure, conduct and decorum shall apply to such meetings. Supplemental rules may be adopted at the discretion of the City Council in order to conduct such meetings in an orderly, efficient, and proper manner. The Council will enforce the laws and rules of the State of Texas as applicable, including but not limited to:

Tex. Penal Code § 38.13 ("Hindering Proceedings By Disorderly Conduct").

(a) A person commits an offense if he *intentionally* hinders an official proceeding by noise or violent or tumultuous behavior or disturbance.

(b) A person commits an offense if he *recklessly* hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist.

(c) An offense under this section is a Class A misdemeanor.

Tex. Penal Code § 38.13 (emphasis added).

- VI. The City of Woodcreek City Council recognizes the concept of "ceremonial deism" as a reasonable usage in compliance with constitutional principles on the grounds that the practice is longstanding, has historical significance, and its religious impact is minimal and nonsectarian. City of Woodcreek does not endorse or advance any one, or disparage any other, faith or belief. In line with local customs, history, morals, and application of ceremonial deism, City of

Woodcreek fully recognizes legislative prayer, use of "In God We Trust" as the national motto, use of the words "under God" to pledges of allegiance, legislative resolutions honoring local churches, groups, and charitable organizations that contribute to the public good, and any other acceptable use of ceremonial deism without establishing or endorsing any one religion or violating the free will of the people with regard to their individual beliefs.

VII. ACCESSIBILITY STATEMENT FOR DISABLED PERSONS: The Council's meeting site is accessible to disabled persons via a wheelchair ramp providing access to the City Hall entrance. If any special assistance or accommodation is needed in order to attend a City Council meeting, please contact the City by Emailing woodcreek@woodcreektx.gov, in advance so that *reasonable* accommodations may be arranged.

VIII. These Rules of Procedure, Conduct, and Decorum at Meetings of the City of Woodcreek City Council shall be effective immediately upon adoption by the Council and shall remain in full force and effect until amended or repealed by a majority vote of the City Council.

Passed and approved, this, 10th day of Decemeber 2025 on a roll call vote of the City Council of Woodcreek, Texas.

Attest:


Kari Lebkuecher, City Secretary


Debra Hines, Mayor


Jim Burton, City Administrator

