



**SEABROOK CHARTER REVIEW COMMISSION
NOTICE OF MEETING
TUESDAY, APRIL 30, 2024 - 5:00 PM**

For city information visit www.seabrooktx.gov
For Agenda Center visit www.seabrooktx.gov/agendacenter

NOTICE IS HEREBY GIVEN THAT THE SEABROOK Charter Review Commission WILL HOLD A MEETING ON **Tuesday, April 30, 2024 AT 5:00 PM** IN THE CITY HALL CITY COUNCIL CHAMBERS, 1700 1ST STREET, SEABROOK, TEXAS, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will listen to any member of the audience on any subject matter whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. PRESENTATIONS

2.1 Administer the Oath of Office to all newly appointed Charter Review Commission members and review state-mandated training requirements. *Rachel Lewis, City Secretary*

3. NEW BUSINESS

3.1 Elect a Chairperson and Vice Chairperson for the Charter Review Commission. *Commission*

3.2 Discuss and take appropriate action regarding set dates and times for regular Charter Review Commission meetings. *Commission*

4. DISCUSSION

4.1 Discussion regarding the Texas Open Meetings Act and the role of the City Attorney in the Charter Review process. *David Olson, City Attorney*

4.2 Discuss the charter review process and responsibilities of the Charter Review Commission as outlined by the Seabrook Charter. *David Olson, City Attorney*

4.3 Discuss the Rules of Procedure for the Charter Review Commission. *Rachel Lewis, City Secretary*

5. ROUTINE BUSINESS

5.1 Establish future meeting dates and agenda items. *Commission*

THE CHARTER REVIEW COMMISSION RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, April 26, 2024 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC





Agenda Briefing

Date of Meeting: April 30, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Elect a Chairperson and Vice Chairperson for the Charter Review Commission.
Commission

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



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Discuss and take appropriate action regarding set dates and times for regular Charter Review Commission meetings. *Commission*

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Supporting Materials Attached: None

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Section 11.16. The Charter Review Commission and Amending the Charter.

The Council shall appoint a Charter Review Commission of seven (7) citizens of the City no sooner than two (2) years and no later than five (5) years after the most recent Charter Amendment Election.

(a) *Duties of the Commission:*

- (1) Inquire into the operation of the City Government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held; and the Commission shall have the power to compel the attendance of any official or employee of the City and require the submission of any of the City records which it may deem necessary to the conduct of such hearing.
- (2) Propose any recommendation it may deem desirable to ensure compliance with the provisions of the Charter by the several departments of the City Government.
- (3) Propose, if it deems desirable, amendments to this Charter to improve the effective application of the Charter to current conditions.
- (4) Report its findings and present its proposed amendments, if any, to the Council.

(b) *Action by the Council:* The Council shall receive any report presented by the Charter Review Commission; and shall consider any recommendations made, and if any amendments be presented as part of such report, shall order such amendment or amendments to be submitted to the voters of the City in the manner provided by V.T.C.A., Local Government Code § 9.001 et seq. All proposed amendments shall be published in the designated official public newspaper of the city and when practical, in other designated media, prior to the election. All Charter amendments approved by the electors shall become automatically effective and incorporated into law upon canvass of the election.

(c) *Term of Office:* The term of office of such Charter Review Commission shall be six (6) months, and at the completion of such term a report shall be presented to the Council, and all records of the proceedings of such commission shall be filed with the City Secretary and shall become a public record.

Amendments to this Charter may be framed and submitted to the voters of the City in the manner provided by Chapter 13 of Title 28 of the Revised Civil Statutes of Texas, 1925, as now and hereafter amended [V.T.C.A., Local Government Code § 9.001 et seq.]. Except as noted in the following paragraph, amendments to this Charter shall be proposed to the people only by the Charter Review Commission, or by petition of the people in conformance with state law.

The City Council may, without approval of the voters, adopt an ordinance that corrects errors in spelling, cross-references, punctuation or numbering of Articles or Sections in the Charter. A revision adopted under this section is not intended to and is not to be interpreted as making any substantive change in any Charter provision.

(Election of 5-7-2005; Charter Election of 5-9-2015 ; Charter Election of 10-15-2019 ; Charter Election of 11-3-2020)

Editor's note(s)—A Charter election held on May 9, 2015 , amended § 11.16 in its entirety to read as herein set out. Former § 11.16, pertained to amending the Charter.

**RULES OF PROCEDURE
2019/2020 CHARTER REVIEW COMMISSION**

1. The Commission will generally meet on the first and third Tuesday of each month as needed. Meetings will begin at 5:00 p.m. and end at 6:45 p.m. Additional meeting dates, will be scheduled if approved by at least four (4) members.
2. Agendas and minutes will be sent to members by e-mail as far in advance as possible, but no later than four days before the next meeting. Agendas will be posted at city hall in accordance with the Open Meetings Act. Agendas will also be posted on the city's web page as far in advance as possible.
3. The Commission will review the Articles (Chapters) in numerical order.
4. The charter will be reviewed electronically during meetings, whenever possible.
5. Each agenda will include the Articles (Chapters) to be reviewed on that specific meeting night. If the Commission does not finish the review of the previously announced Chapters, the review will continue at the next meeting. The Commission will not review any Chapter not posted in advance, even if the review is finished earlier than anticipated. In addition, Chapters previously reviewed will be placed on the agenda under "Old Business" to allow members to revisit these designated chapters as needed.
6. At the end of each meeting, Commission members may review actions taken earlier in the meeting by requesting the Chairperson to reopen the subject agenda matter. Members may also review actions taken at previous meetings provided that the subject is posted on the agenda.
7. Council members, citizens and staff are encouraged to submit possible changes for review. Persons are encouraged to submit their requests in writing and in advance of the meeting at which the particular chapter will be reviewed by the Commission. The secretary will forward all written change requests to the members. It is recommended that the person or representative requesting the change appear in person at the appropriate meeting to explain the proposed change and answer any questions. Council members shall notify the city secretary in advance of the agenda posting that the member(s) will be appearing before the Commission to discuss the Charter/amendments for inclusion on the agenda for notice to the public. The Commission may make inquiry of the city manager, city secretary, or city attorney as determined appropriate.
8. The public will be given an opportunity to speak at the beginning of each meeting. Any member of the public who wishes to speak will register in writing with the city secretary immediately before the meeting. Comments may be limited to no more than four minutes per person. No member of the public may speak until recognized by the Chairperson. There will be no participation by the public during discussion by the commission members.

9. A quorum of four (4) members is required to hold a meeting. An affirmative vote of four members is required to approve a motion.
10. Any member who is unable to attend a meeting shall notify the city secretary or her assistant as soon as possible. If fewer than four (4) members are unable to attend the meeting, the secretary will cancel the meeting. She will notify the remaining members as soon as possible by e-mail and/or phone and post a cancellation notice at city hall.
11. Any member who misses three consecutive unexcused absences, (absences without prior notification to the secretary) will be asked to resign.
12. All members will review the chapters to be discussed before the meeting. Members are asked to specifically note any changes they would like discussed for use at the meeting. Alternatively, a member may also submit a written request for change to the city secretary prior to the meeting. Members should also express reasons for a proposed change.
13. When preparing changes to the Charter for review by the members, the secretary will show deletions, additions and changes by standard editing features provided in Microsoft Word.
15. The secretary will forward a copy of each set of approved minutes to the city attorney, immediately after approval by the Commission. This will allow the city attorney time to review and/or formulate charter changes for address to City Council/electorate.
16. Commission members should submit all questions about various departments (except the city secretary's office and the municipal court) to the city manager. The preferred method is by e-mail. Mrs. Cook will address the question or forward the question to the appropriate department. Questions about the city secretary's office should be submitted to Robin Hicks. Questions about the Municipal Court should be submitted Robin Hicks or Gayle Cook who will forward to Judge Gregg.
18. When not in conflict with standing Rules of Procedure, Robert's Rules of Order are adopted.



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