SEABROOK

MEETING MINUTES
APRIL 30, 2024

SEABROOK CHARTER REVIEW COMMISSION MEETING

The meeting was called to order at 5:00 pm by Commission Member Andre Croce. Members present were Andrew Croce, Richard Tomlinson, Ann Wacker, Elaine Renola, and Garry Mack.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

2. PRESENTATIONS

2.1 Administer the Oath of Office to all newly appointed Charter Review Commission members and review state-mandated training requirements.

City Secretary Rachel Lewis administered the Oath of Office to all Charter Review Commission members who were present. She went over training requirements and issued forms to be completed and filed with the City Secretary's office. She also provided Conflict of Interest information to all members.

3. NEW BUSINESS

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

Motion:	To Approve Andrew Croce as Chairperson
Made By:	Charter Review Commission Member Wacker
Seconded By:	Charter Review Commission Member Mack
Vote:	**Passed** unanimously by all present

Motion:	To Approve Ann Wacker as Vice Chairperson
Made By:	Charter Review Commission Member Croce
Seconded By:	Charter Review Commission Member Renola
Vote:	**Passed** unanimously by all present

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

Motion:	To set regular meetings for the first and third Tuesday of each month from 4:00 to 6:00 pm.
Made By:	Charter Review Commission Member Croce
Seconded By:	Charter Review Commission Member Mack
Vote:	**Passed** with Members Croce, Tomlinson, Wacker, and Mack voting in favor, and Member Renola voting opposed.

4. DISCUSSION

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

City Attorney David Olson discussed the Open Meetings Act and instructed all members to complete the Open Meetings Act training.

4.2 Discuss the charter review process and responsibilities of the Charter Review Commission as outlined by the Seabrook Charter.
City Attorney David Olson explained the duties of the Charter Review Commission. He explained procedures and rules as set out by the current charter.

4.3 Discuss the Rules of Procedure for the Charter Review Commission.
City Manager Gayle Cook went over the Rules of Procedure adopted by the last Charter Review Commission. Amendments were discussed. See attachment A.

Member Michael DeHart arrived at the meeting while the discussion of this item took place.

Motion:	To approve the Rules of Procedure as amended
Made By:	Charter Review Commission Member Croce
Seconded By:	Charter Review Commission Member Renola
Vote:	**Passed** unanimously by all present

5. ROUTINE BUSINESS

5.1 Establish future meeting dates and agenda items.
The next meeting was set for Tuesday, May 7, 2024 at 4:00 pm.
City Attorney Olson requested that a discussion of Articles 1 and 2 be included on the next agenda.

There being no further business, Chairperson Croce adjourned the meeting at 6:02 pm.

Approved:

Andrew Croce, Commission Chair

Date 5/7/24

ATTEST:

Rachel Lewis, City Secretary

CITY OF SEABROOK TEXAS

RULES OF PROCEDURE
2024~~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 4~~5~~:00 p.m. and end at 6:~~45~~ 00 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 by 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 the majority of the ~~four~~ members present 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 Rachel Lewis~~Robin Hicks~~. Questions about the Municipal Court should be submitted ~~Robin Hicks~~Rachel Lewis 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.