

1 The Charter Review Commission held its first meeting on Monday, August 18, 2014 at  
2 7:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook Texas in the first floor  
3 conference room to discuss, and if appropriate, take action on the items listed below.  
4

5 **THOSE PRESENT WERE**

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|----|-------------------------|----------------|
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| 7  | JOHN CHISLER            | MEMBER         |
| 8  | LAURA DAVIS             | MEMBER         |
| 9  | KEVIN FERGUSION         | MEMBER         |
| 10 | DELAINA HANSSEN         | MEMBER         |
| 11 | DON HOLBROOK            | MEMBER         |
| 12 | DAVID JOHNSON- Ex. Abs. | MEMBER         |
| 13 | ELAINE RENOLA           | MEMBER         |
| 14 | GAYLE COOK              | CITY MANAGER   |
| 15 | STEVEN L. WEATHERED     | CITY ATTORNEY  |
| 16 | MICHELE L. GLASER       | CITY SECRETARY |
| 17 |                         |                |
| 18 |                         |                |

19 **ORGANIZATIONAL MEETING**

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21 **1. Administer Oath of Office to members.**

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23 Mrs. Glaser administered the Oath of Office to members.  
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25 **2. Discussion concerning duties and objectives for the commission as outlined by the**  
26 **Seabrook Charter.**

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28 City Manager Gayle Cook gave an introduction the duties of the members and thanked  
29 members for agreeing to serve.  
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31 **3. Presentation by the City Attorney of the Open Meetings Act and his role in the**  
32 **Charter review process.**

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34 City Attorney Steve Weathered briefly explained the Open Meetings Act and stated that  
35 the Commission is subject to the Act. He stated that the Commission is not just an  
36 advisory body and any amendments it may propose will be placed on the ballot, without  
37 approval by Council. He also cautioned members about discussing agenda items outside  
38 the meeting, including email communications at such communication could result in a  
39 "rolling quorum."  
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41 **4. Elect a Chairperson and a Vice-Chairperson**

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43 Members introduced themselves. Members agreed to defer election of a chair and vice-  
44 chair until the next meeting.  
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5. **Discuss/establish a schedule for future meetings, including days and times of meetings and frequency of meetings.**

Members agreed to hold meetings at 6:30 p.m. on Monday, September 15 and Monday, September 29, with future meeting dates to be decided next month as at this point it is uncertain whether meetings will be needed once a month or more often. When possible, meetings will occur on the second and/or fourth Monday of the month.

6. **Discuss/establish rules and process for review of the charter.**

Mrs. Glaser presented the rules of procedures established by the 2009/10 Charter Review Commission as a starting point for discussion. During review of the rules, Mr. Chisler suggested that individual members act a leader during review of individual chapters. He stated that this would not take the place of the duties of the chair or secretary. Mr. Holbrook recommended that members delay any decision until after a chair is chosen.

Changes discussed by members are shown on Attachment A and will be reviewed again for approval at the next meeting.

In answer to questions by Commission members, Mrs. Glaser stated that the previous Charter Commission did not automatically review all charter chapters/sections line by line. Each section number was announced. If there were no recommendations for changes to the section, members continued to the next section.

7. **Discuss/establish an agenda for the next meeting and review/establish procedures for preparing the agenda. (City Secretary)**

Mrs. Glaser asked members to submit all requests for agenda items or amendments by email no later than the Wednesday before the meeting, to allow the final agenda to be sent to members on Thursday or Friday.

As there was no further business to discuss, the meeting was adjourned at 8:54 p.m.

Approved this 15th day of September 2014.

  
Laura Davis, Chair

  
Michele L. Glaser, TRMC  
City Secretary

