

Ordinance No. 2024-21
Village of Salado
County of Bell
November 7, 2024

ORDINANCE NO. 2024-21

AN ORDINANCE ADOPTING THE RULES OF PROCEDURE, CONDUCT, DECORUM, AND GOVERNANCE FOR THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, TEXAS AND EXTENDING SUCH RULES TO THE VILLAGE'S BOARDS AND COMMISSIONS; AND PROVIDING FINDINGS OF FACT; EFFECTIVE DATE; REPEALER; SEVERABILITY CLAUSE; AND PROPER NOTICE AND MEETING

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, TEXAS, THAT:

WHEREAS, the Board of Aldermen (the "Board") of the Village of Salado, Texas (the "Village") desires order in the conduct of its meetings to allow the effective discussion and transaction of the business of the Village; and

WHEREAS, the Board desires to ensure that members of the public who attend Village meetings can be heard in a fair, impartial, and respectful manner; and

WHEREAS, the Board desires to ensure that its meetings are conducted in a way that is open to all viewpoints, yet free from abusive, distracting, or intimidating behavior; and

WHEREAS, the Board wants to ensure that all discussions comply with the words and spirit of the Texas Open Meetings Act; and

WHEREAS, the Board desires to ensure that the rules governing procedure, decorum, and governance at its meetings are understood by all persons attending the meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, TEXAS THAT THE RULES OF PROCEDURE, DECORUM, AND GOVERNANCE ARE HEREBY ADOPTED AS FOLLOWS:

Section 1. Enactment Provisions.

- A. Findings of Fact:** All of the above premises are hereby found to be true and correct legislative and factual findings of the Village of Salado and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.
- B. Popular Name:** This Ordinance shall be commonly referred to as "The Ordinance Establishing Rules of Procedure, Decorum, and Governance."

C. Scope: This Ordinance, and the rules and regulations adopted herein, shall apply generally within the Village limits.

D. Effective Date: This Ordinance shall take effect immediately upon passage and publication.

Section 2. Types of Meetings and Schedules.

- 2.01 **Regular Meetings.** The Board shall meet regularly, but no less frequently than once per month, at 6:30 p.m. to conduct regular business, or as needed. If specified in the meeting notice, regular meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting. If there is a need to change the date, time, or place of a regular meeting, an attempt shall be made to contact all members of the Board about the proposed change prior to the change being made.
- 2.02 **Special Meetings.** Upon the request of the Mayor, the Board may meet at any other additional time for special or workshop meetings as may be necessary. If specified in the meeting notice, special meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 2.03 **Public Hearings.** The Board may, from time to time, conduct Public Hearings during any other posted meeting. These hearings are called in order to solicit public input on specific matters posted as may be required by law or by desire of the Board. If specified in the meeting notice, public hearings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 2.04 **Emergency Meetings.** An emergency meeting of the Board may be convened in accordance with the Texas Open Meetings Act or any relevant declaration or order by the Governor of Texas in certain emergency situations. If specified in the meeting notice, emergency meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 2.05 **Executive Sessions.** The Board may meet in executive session in compliance with the Texas Open Meetings Act. A final action, decision, or vote on a matter deliberated in an executive session will be made in an open meeting for which proper notice is provided. All discussions in executive session shall remain confidential.
- 2.06 **Public Notice.** The agenda for all regular meetings, special meetings, and the notice listing items to be considered shall be posted on the Village's official bulletin board, in accordance with the Texas Open Meetings Act, and on the Village's website.

Section 3. Rules for Speakers.

3.01 Citizens and Visitors.

- a. Citizens and visitors are welcome to attend all public meetings of the Board of Aldermen and will be admitted to the Board's Chamber or meeting room up to the fire safety capacity of the room.
- b. Everyone attending the meeting will refrain from private conversations while the Board meeting is in session.
- c. Citizens and visitors attending Board meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Board. Any person making impertinent, physically threatening, or profane remarks, who interrupts a speaker or speaks without being recognized, or who otherwise disrupts and interferences with the Board's ability to conduct its meeting shall be removed from the room if so directed by the Presiding Officer. The person shall be barred from further audience before the Board during that meeting. If the Presiding Officer fails to act, any member of the Board may move to require enforcement of the rules, and the affirmative vote of a majority of the Board shall require the Presiding Officer to act.
- d. No placards, banners, or signs will be permitted in the Board's Chamber or in any other room in which the Board is meeting. Exhibits, displays, and visual aids used in connection with presentations, however, are permitted.
- e. The Village Administrator or his designee shall act as sergeant at arms for the Board and shall furnish whatever assistance is needed to enforce the rules of the Board.

3.02 Speaker Registration.

- a. A person wishing to address the Board of Aldermen must first sign the Speaker Registration Form. The following information must be provided on the form:
 - Name
 - Residence address
 - The subject matter to be addressed
- b. Speakers must address their comments to the Presiding Officer rather than to individual members of the Board or Village staff.
- c. Speakers must keep their remarks specific to the item being considered by the Board of Aldermen. If the speaker is addressing the Board of Aldermen under Citizens' Communications, the speaker may address any item not slated for discussion on the agenda. Comments from speakers should not be directed towards any specific member of the Board or Village staff.

- d. A person who registers to speak on an item listed on the agenda will be called by the Presiding Officer. A person who registers to speak under Citizens' Communications will be called on at that time. A member of the public may speak during a meeting at other times with recognition by the Presiding Officer. The Presiding Officer may determine the order in which speakers are called.
 - e. All speakers will have a maximum of five (5) minutes to address the Board on any given agenda item and may not designate their time to be used by other presenters. A majority vote of the Board will be required to extend the time limit. The Presiding Officer may impose more restrictive time limits if a large number of people register to speak.
 - f. In accordance with the Texas Open Meetings Act, the Board will not discuss, consider, or take action on any item addressed during Citizens' Communications. Members of the Board will not interact with the public during the time allotted to speakers; if the Presiding Officer determines that a response is necessary, any response shall be from the Presiding Officer, or from persons recognized by the Presiding Officer to provide the response.
 - g. Whenever it is necessary for a speaker to use an interpreter to translate comments to the Board, the time required for the translation will not be counted against the designated time allotted for the speaker to address the Board of Aldermen.
- 3.03 City Staff. The Village Administrator shall address the Board on all staff issues and may request individual staff members to also address the Board.
- 3.04 Items Not Posted. Inquiries from speakers about matters not listed on the agenda may be placed on a future agenda for Board consideration but may not be discussed by the Board during a meeting in the absence of a relevant agenda item.

Section 4. Rules for News Media.

The use of media equipment, such as lights, cameras, and/or microphones should be coordinated with the Village Administrator or Village Secretary prior to the meeting to ensure that this equipment does not disturb or otherwise conflict with or disrupt the meeting or the Board's activities.

Section 5. Rules for Public Hearings.

These rules of procedure, conduct, and decorum shall also apply to such Public Hearings; however, the Board may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient, and proper manner. The applicant in a public hearing will be allowed a maximum of ten (10) minutes to make a presentation, which may be extended by the Presiding Officer.

Section 6. Rules of Procedure.

- 6.01 Governing Rules. Except as to the extent of any conflict in these rules of procedure, conduct and decorum, the city charter or state law, Robert's Rules of Order (Newly Revised) shall be followed.
- 6.02 Presiding Officer. The Mayor, or in the absence of the Mayor, the Mayor Pro-Tern, shall be the Presiding Officer at all meetings. If both the Mayor and Mayor Pro-Tern are absent, an acting Mayor Pro-Tern may be elected by the Board members present for the purpose of presiding at that meeting. The Presiding Officer shall preserve order and decorum of the meeting.
- a. The Mayor shall be recognized as head of Village government for all ceremonial purposes and by the Governor for the purpose of military law, but shall have no regular administrative duties. The Mayor may participate in the discussion of all matters coming before the Board.
 - b. The Mayor may issue and present proclamations and recognitions and attend other ceremonial functions on behalf of the Village of Salado. Members of the Board may initiate, through the Mayor, or by a majority vote of the Board, similar items of recognition. Major community events sponsored by the Village shall be a policy decision of the Board.
 - c. The Mayor will encourage all members of the Board to participate in the Board's discussions and give each member an opportunity to speak before any member can speak again on the same subject.
- 6.03 Time Limitations. Discussion on any Agenda item may be limited by the Presiding Officer to thirty (30) minutes, though the Presiding Officer, or the Board, by majority vote, may extend or shorten this limitation.
- 6.04 Decorum. The Mayor shall preserve order and decorum and shall require members of the Board engaged in debate to limit discussion to the question under consideration. No person shall engage in any of the following in the meeting room during a Board meeting:
- a. Shouting, unruly behavior, distracting side conversations, interruptions, or speaking out when another person is talking.
 - b. Intimidation, profanity, or threats of violence.
 - c. Audible use of phones, pagers, radios, computers, or other electronic equipment.
 - d. Any other disruptive behavior that impedes or disrupts the orderly conduct of the meeting.
- 6.05 Calling to Order and Quorum. The Presiding Officer shall call the meeting to order no earlier than the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the Board.

6.06 Right of Board Member to be Heard.

- a. Board Members desiring to speak shall gain the attention of the Presiding Officer and, upon recognition by the Presiding Officer, shall confine their remarks to the question under debate.
- b. The Presiding Officer shall not refuse to recognize another Board member who desires to speak on a question under debate or to make a motion; however, such recognition does not diminish the Presiding Officer's authority under Robert's Rules of Order (Newly Revised) and these rules of conduct, decorum, and procedure.
- c. The Presiding Officer shall be authorized to ask any member to cease or to limit discussion, or to call the question when it appears further discussion will not be meaningful.
- d. Board members shall avoid discussion of personalities and inappropriate language, and refrain from personal attacks and verbal abuse.
- e. A member of the Board, once recognized by the Presiding Officer, shall not be interrupted while speaking except for the following reasons:
 - Called to order by the Presiding Officer
 - A point of order is raised by another member
 - The speaker chooses to yield to questions from another member

If a member of the Board is called to order while speaking, that member of the Board shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with this Ordinance.

6.07 Attendance. Members of the Board are expected to attend all meetings and stay in attendance during each meeting. Board members' absence may be excused by vote of the Board. No member shall leave a meeting without advising the Presiding Officer.

6.08 Consideration of Agenda Items. The order of procedure for the consideration of an agenda item is as follows:

- a. If any Board Member desires to be recused from discussion of the agenda item, the Board Member shall announce the recusal upon announcement of the agenda item and shall exit the meeting room until the agenda item is closed. The Board member must comply with state law and Village ordinances regarding potential conflicts of interest. Any Board member recusing him or herself from an agenda item shall not confer with Village staff, the Village Attorney, Board Members, or the Mayor regarding the item.

- b. The Village Administrator, or his or her designee, presents the staff or consultant's report and recommendations, if any.
- c. Board Members may ask questions of Village staff or consultants. Village staff shall observe the same rules of decorum applicable to the Board. The Village Administrator is responsible for the orderly conduct and decorum of all Village employees under the Village Administrator's direction and control and may take disciplinary action as necessary to ensure that decorum is preserved.
- d. The representative/applicant, if any, may present information and make a presentation.
- e. Board Members may ask questions of the representative/applicant, if any.
- f. Members of the public may make comments.
- g. A Board Member makes a motion.
- h. Another Board member seconds the motion.
- i. Once the motion has been properly made and seconded, the Presiding Officer opens the matter for discussion among Board Members.
- j. A member of the Board may move to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion. A motion may be withdrawn or modified by its mover without asking permission until the motion has been voted upon. If the mover modifies the motion, the Board member who seconded the motion may withdraw the second.
- k. During deliberation, Board Members may ask anyone present a question for clarification. During deliberation, a Board member may also call the question, which will have the effect of stopping the debate and requiring the Board to immediately vote on the motion to call the question.
- l. Once the matter has been fully discussed, the Presiding Officer calls for a vote, no further discussion will be allowed, provided, however, Board Members may be allowed to explain their vote.
- m. The Presiding Officer shall state the results of the vote. If the vote is not unanimous, the Presiding Officer shall announce the names of members voting in favor and in opposition to the motion.

Section 7. Enforcement of Rules.

7.01 The Rules of Procedure, Decorum, and Governance will be enforced in the following manner:

The Presiding Officer will request that a person who is violating a rule cease the violation.

- a. If the violation continues, the Presiding Officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
- b. If the violation continues, the Presiding Officer will order the person to leave the meeting room.
- c. If the person does not leave the meeting room, the Presiding Officer may order any peace officer to remove the person from the meeting room.

7.02 It is unlawful for any person to intentionally or knowingly resist removal from a meeting room by a peace officer in the course of enforcing the rules.

7.03 In addition to the procedures set forth in Paragraph 7.01, any person violating any provision of the Rules of Procedure, Decorum, and Governance is subject to:

- a. cancellation of a speaker's remaining time;
- b. removal from the Board meeting room;
- c. contempt citation; and/or
- d. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

Section 8. Agenda Preparation.

8.01 Board Meeting Agendas. The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming Board meeting:

- a. The Mayor
- b. A Board Member; or
- c. The Village Administrator

The Village Administrator must place an item on the agenda if the item is requested by the Mayor or any member of the Board of Aldermen, however, the Village Administrator may delay the placement of a requested agenda item onto a Board for a reasonable amount of time in order to balance the number of agenda items and duration of a particular meeting.

8.02 New regulations. Any proposed ordinance which establishes new regulations and any proposed ordinance amending an existing ordinance which established regulations shall be discussed by the Board in a Workshop Session prior to the proposed ordinance being placed on a Board of Aldermen Regular Meeting Agenda for discussion and possible action. The Village Administrator, after consulting with the Mayor, may place a proposed ordinance

on a Board Regular Meeting Agenda without first placing the ordinance on a Workshop Session Agenda should circumstances justify the need to do so.

- 8.03 Staff Requests. Should a member of the Village staff, acting in that member's capacity as a Village employee, determine or desire that a matter should be presented to the Board (for example for the staff's compliance with Village Ordinance procedures, etc.), then the staff member may request, through written communication addressed to the Village Administrator, that the item be placed on the agenda. In cases where the City staff has made a request, the Village Administrator shall be responsible for determining whether the requested item is placed on an agenda, and the Village Administrator shall direct the Village Secretary, in writing, accordingly.
- 8.04 Public Requests. A citizen of the community desiring to have an item placed on the agenda may ask the Mayor, a Board Member, or the Village Administrator for such consideration and the Mayor, Board Member, or Village Administrator may, at that person's discretion, elect to have such an item placed on the agenda.
- 8.05 All agenda items and all supporting documentation shall be submitted to the Village Secretary at least 48 hours prior to the posting of the agenda.

Section 9. Rules for Board Liaison Members' Committee Assignments.

- 9.01 Board Assignments. By majority vote of the Board, a Board Member may be assigned as a liaison between the Board and the Board Planning and Zoning Commission or one of the Board committees.
- 9.02 Role of Board Liaison Members. The Board Member serving as liaison serves in an advisory role and is tasked with communicating Board views, when asked, to the commission/committee and delivering commission/committee views or questions to the Board. The liaison is neither an active or voting participant in the committee/commission's deliberations, nor is the liaison to represent or express a personal opinion, viewpoint, or agenda to the commission/committee. The purpose of the Board liaison assignments is to convey information between the Board and the commission/committee when necessary to achieve Board or commission/committee goals and tasks.

Section 10. Application of Rules of Procedure, Decorum, and Governance to Village Boards and Committees.

- 10.01 Sections 2 through 8 of this resolution shall apply equally to the meetings of the Village's boards and commissions.
- 10.02 For purposes of applying the Rules of Procedure, Decorum, and Governance to the meetings of the Village's boards and commissions, the following terms in Sections 2 through 8 shall have the following meanings:

- a. "Board of Aldermen" or "Board" shall refer to the Village board or commission that is holding the meeting;
- b. "Board Member" shall refer to a member of the board or commission;
- c. "Mayor" shall refer to the chairperson of the board or commission; and
- d. "Mayor Pro-Tem" shall refer to the vice chairperson of the board or commission.

Section 11. Public Contact Media Relations

Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality. Consequently, it is imperative that the media play an important role in Board-Administrator-Media relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents.

These guidelines are designed to help ensure positive relationships with print, radio, electronic, and television reporters. The Mayor, Board of Aldermen, and the Village Administrator recognize that the news media provide an important link between the Board of Aldermen and the public. It is the Board of Aldermen's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

- 11.1 During the conduct of official business, the Village shall designate adequate space for the news media.
- 11.2 All reporters will receive an agenda in advance and will be furnished support material needed for clarification, if requested.
- 11.3 Inquiries from the news media are given a high priority by the Village of Salado and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.
- 11.4 The Village Administrator or his or her designee shall serve as the Communications / Media Relations Officer and is responsible for the Village's media relations, with the exception of some public safety issues. All Village employees or Board members should notify the Village Administrator about media inquiries. The majority of Village media requests are initiated when the media contact the Village Administrator. Because the media often work on tight deadlines, it is important that all departments respond as soon as possible when the Village Administrator requests department information or a spokesperson for the media. Specific guidelines for responding to media requests follow.
- 11.5 The Village Administrator will be responsible for coordinating media interviews with the Mayor and Board. The Village Administrator will also work with the Board to promote Village programs, events, and policies and to coordinate their participation in Village activities.

11.6 Village Spokespersons. Unless otherwise authorized, the Village's spokespersons are:

- Mayor and Board members
- Village Administrator / Assistant Village Administrator
- Police Department Public Information Officers
- Village Secretary/Public Information Officer
- Village Attorney
- Department Heads and Assistant Department Heads
- Exceptions regarding departmental spokespersons may be made at the discretion of the Department Head.

11.7 Personal Points of View. It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the Village's official policy. Therefore, Village employees who write letters to the editor of any newspaper may not use official Village stationery. If an employee or Board member chooses to identify himself or herself as a Village employee or Board member in any personal letter or email to the editor, he or she must include language that states the views set forth in the letter do not represent the views of the Village, but rather, are the employee's or Board member's personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the Village. Employees who are representing the Village in any of the above formats must identify themselves as an official spokesperson for the Village.

Employees are required to abide by the Village's Personnel Manual regulations regarding Political Activities. Village resources cannot be used to promote or to oppose a candidate, ballot measure, or proposition.

11.8 Village-Initiated Media Contact. Most proactive media contact is initiated through the Village Administrator. This includes issuing press releases, placing legal ads and media advisories, and making personal contacts with reporters and editors for coverage. Departments seeking publicity for events or activities should notify the Village Administrator as soon as possible to ensure the best media coverage of their activities. Departments should not initiate news media contacts before notifying the Village Administrator.

11.9 Public Safety Issues. Because the Police Department operates 24/7 and its work generates a high volume of media calls, the Police Department has designated sworn personnel as media spokespersons and follows specific guidelines when releasing information. Any media calls to other Village staff regarding a Police issue should be referred immediately to the Police Department. All information released to the media by the Police Department should be provided immediately to the Village Administrator's office. When appropriate, the Village Administrator should be contacted at the time of major incidents.

- 11.10 Website. All departments are encouraged to provide information for a department presence on the Village's website, which is maintained by the Village Secretary. Information can include each department's services, projects, events, and policies. The information to be posted should be submitted to the Village Secretary. All press releases distributed through the Village Administrator or Village Secretary will be considered for the website.
- 11.11 Social Media. Given the multitude of concerns (legal, political, technical, and ethical) raised by social networking (Facebook, Nextdoor, Twitter, etc.), this ordinance establishes the policy of the Village for officials' and employees' use of the internet regarding social media in both their professional and personal capacities.
- a. Village personnel shall follow these guidelines in their use of social media, on and off duty. Under this policy, the Village disavows, and is not responsible for, any sites, posts, opinions, or content not coordinated through the Village Administrator and posted in accordance with the procedures of the Village Administrator's office. The Village is not responsible for content posted by Village personnel either in their personal capacity, or content posted purporting to be on behalf of the Village but that reflects personal opinions and therefore is not authorized by this policy. Such content is not to be construed as reflecting the views or opinions of the Mayor, Board, or Village management. **Village personnel who post unauthorized content purporting to be on behalf of the Village on a social media platform shall be subject to discipline, up to and including termination.**
 - b. The absence of explicit reference to a particular social media or internet site does not limit the extent of the application of this policy.
 - c. Specific guidelines for establishment and maintenance of social media sites/presence on the internet must be followed exactly.
 - d. Any Village-sanctioned social media sites will be operated as a complement to the official Village website and may be used to disseminate information and updates that are of public interest to the citizens of the Village. The Village recognizes that social media is an effective, instantaneous way of communicating important information to the public, particularly in emergency situations.
 - e. Unique stories, calendar events, and information may be placed on the website. Information from the Village website will also be posted to the Village-sanctioned social media sites.
 - f. Information that is date-sensitive that is posted on social media – for example, information related to emergency management, water notices, or emergency called meetings – will be saved according to the appropriate records management schedule.
 - g. There will be a limited number of official "coordinators" for maintenance of and posting on the Village's official social media accounts. The Village Administrator will assign designees with access to the social media administration.

1. Official coordinators may post responses on the Village's official social media accounts to questions from members of the public. Official coordinators should provide only factual information that provides meaningful public information to the citizens of the Village, not argument or opinion.
2. The Village website will remain the official **online** means of citizens' reporting an issue to the Village staff. Citizens may continue to report issues to Village staff by "offline" means, including, but not limited to, in person, by telephone, by email, or in writing. The Board will neither post, nor have the ability to comment, on Village issues on official Village social media platforms.
3. Elected officials shall abide by all the sunshine laws of the State, as well as policies of the Village, when discussing Village business on any internet forum.
4. All personnel that engage in social media activities on the Village's behalf and all Village-sanctioned social media sites shall adhere to applicable federal, state, and local laws, regulations, and policies, including the Texas Public Information Act, Texas Open Meetings Act copyright laws, and the Village's records retention schedule.
5. Village sanctioned social media sites must be operated according to the specific platform's user agreement. All content must be managed, stored, and retrieved to comply with the user agreement.
6. Administrators shall use an abundance of caution when working on-line. Passwords should be strong, and any evidence found of "hacking" attempts should be reported to the Village Administrator.
7. Village employees, officials, and elected officials should remember that they are bound to processes and procedures that govern the use of sensitive, confidential, proprietary, and medical information that may come into their custody in the course of conducting Village business. There is a risk of personal liability if information is released via personal social media activities.
8. While on duty, the use of Village equipment or internet service by personnel must be limited to work-related tasks. Village employees have no expectation of privacy while utilizing Village networks, equipment, or devices. All personnel who engage in social media activities on the Village's behalf will adhere strictly to the Village's Personnel Manual.

- h. The Public Safety departments of the City (*i.e.*, Police) may continue to administer social media pages via procedures as established by the Village Administrator. The Department Head(s) of each respective department shall be responsible for assuring conformity of the Department's social media presence according to the Village Administrator's directive.
- i. Requests to establish new Social Media sites shall be presented to the Village Administrator, and approval shall be secured before new sites are created.
- j. Advertising displayed on or near any Village sanctioned social media site by the social media company is not controlled by the Village. The Village has no ownership, responsibility, or control over said advertising.

Section 12. Planning.

The Mayor and Board of Aldermen are responsible for establishing a vision for the Village of Salado and planning for its future.

- 12.1 On an annual basis, the Mayor and Board of Aldermen shall hold a minimum of one (1) strategic planning session wherein they set priorities goals and objectives. The goals and objectives shall address short term and long-term needs of the Village.
- 12.2 Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision.

Section 13. Board-Staff Relations.

- 13.2 The Board shall direct comments, correspondence, and concerns about Village services to the Village Administrator. Citizen concerns, comments, and correspondence regarding Village services received by members of the Board shall be forwarded to the Village Administrator for appropriate staff action and a timely response.
- 13.3 Documents provided to one (1) member of the Board shall also be distributed to all other members of the elected body. The Village Administrator shall prepare and submit to the Board, at the end of the fiscal year, a complete report on the finances and administrative activities of the Village for the preceding year. The Village Administrator shall keep the Board advised of the financial condition and future needs of the Village and make recommendations that may seem desirable.
- 13.4 In order to ensure proper presentation of agenda items by Village staff, questions arising from members of the Board, after receiving their information packet, should be, whenever possible, presented to the Village Administrator or the Administrator's designated assistant for Village staff consideration prior to the Board of Aldermen meeting. This allows time

for Village staff to address such concerns and provide all members of the Board with additional information.

Section 14. Repealer.

This Ordinance hereby repeals and replaces the Board of Aldermen Governance Policy and Rules of Procedure, and any amendments thereto.

Section 15. Savings Clause.

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the Village under any section or provisions of any ordinances at the time of passage of this ordinance.

Section 16. Severability Clause.

If any provision, section, sentence, clause or phrase of this Ordinance, or the application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this Ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Board of Aldermen of the Village of Salado in adopting, and of the Mayor in approving this Ordinance, that no portion thereof or provision or regulation contained herein shall be come inoperative or fail by reason of any unconstitutionality or invalidity of any portion, provision or regulation.

Section 17. Notice and Meeting Clause.

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its date of approval.

APPROVED: 11-7- _____, 2024.



Bert Henry, Mayor

ATTEST:



Debra Bean, Village Secretary

Approved to Form:

Josh Katz, Village Attorney