Village of Volente

Resolution No. 2004-R-19

A Resolution Establishing the Framework of the Village Government

Whereas, the citizens of the Village of Volente incorporated in order to preserve the unique character of Volente while limiting the level of government; and

Whereas, in accordance with Texas state law, a council of five aldermen and one mayor has been elected to accomplish those objectives; and

Whereas, that Council has deemed it appropriate to lay out an overall framework of the Village of Volente government that identifies authority to act on behalf of the government, the duties of the mayor, the committee structure that the council will use to conduct business, and the decision making process for enacting resolutions, ordinances, and adopting policies.

Now therefore, be it hereby resolved by the Council of the Village of Volente, Travis County, that effective immediately upon passage:

That the Village of Volente adopt a strong-council style of government. All matters will be brought to the Council for consideration, debate, and decision. Council at its discretion may delegate authority to individuals to carry out specific duties or to act on its behalf, except that it may not delegate its legislative authority.

The duties of the Mayor will be as described in the Texas Local Government Code. The Mayor will act as chairman for the Council determining the order of the conduct of business in council meetings, conducting the meeting, recognizing speakers, moderating debate, and voting to break ties. The Mayor will also act as the primary spokesman for the Village. A Mayor Pro Tem will be elected by Council to act as Mayor in the event that he is not present.

To conduct regular business, research and investigate the facts of issues, determine the will of the citizenry, weigh costs and benefits, and to make recommendations, Council will establish 5 standing citizen advisory committees (CAC) or statutory commissions: the Planning & Zoning Commission, the Public Works& Environmental Committee, the Public Safety & Enforcement Committee, the Communications and PR Committee, the Finance & Administration Committee. On certain matters, Council will act as a Committee of the Whole or appoint a special committee.

Each committee will be chaired by an Alderman and consist of at least 2 citizens, but not more than 7. All committee meetings will be held in public at regularly scheduled times and in places readily accessible to the public.

Council will consider items only after sufficient debate and allowing for ample public input. To increase the openness and transparency of the process, Council will establish semi-annual goals and objectives, establish a legislative calendar identifying meeting times and topics for both Council and committees, including public hearings.

Significant items will be considered by Council, assigned to committee for study and recommendation, presented at one or more public hearings, then debated and voted on at a subsequent Council meeting. Council will strive to allow sufficient time for information to be disseminated to and discussed by the citizens of the community, fully debated in public hearings conducted by committees, summarized and presented to Council for decision. For that reason, unless dire need directs otherwise, Council will not decide on issues during the meeting in which they are introduced, but at a subsequent meeting.

Process for developing policy, resolutions, and ordinances

1. The mayor and aldermen will meet semi-annually to determine strategic goals and objectives for the coming six-month period.
2. From these goals and objectives, the mayor and council will draft a legislative calendar.
3. The goals, objectives and calendar will be presented to the public in a public hearing. Public comments and input will be reviewed and considered. Any revisions will be incorporated into a revised draft and presented for adoption at the next regular meeting of council.
4. Items not considered within the legislative calendar, such as new business, proposed legislation, variance requests, appeals and adjustments may be introduced for consideration by the Mayor, Aldermen, or citizens. Any such items must be submitted two weeks in advance of the meeting in which they are to be considered and must be in the form prescribed by the Council.
5. All items will be assigned by Council to the appropriate committee for review and analysis to consist of the following:
    i. Identification of the facts and circumstances related to the request.
    ii. Consideration of the available courses of action or options related to the request.
    iii. Consideration of the impact on the community
    iv. Consideration of the costs related to the request
    v. Analysis of the pros and cons of the request
    vi. Conduct, where appropriate public hearings on the request
    vii. Prepare a report detailing the above activities and recommending action by Council
6. Some items, such as variance requests, may be automatically routed to committee to speed consideration of the request.

7. The committee will prepare its report with sufficient time to be included on the agenda of the next regular council meeting.

8. The agenda will be set by the Mayor. Council members may request to add agenda items and must supply sufficient information to clearly describe the item.

9. The agenda will conform to the following format:
   - i. Call to Order
   - ii. Roll Call
   - iii. Mayor's Report
   - iv. Approve minutes of previous meeting
   - v. Citizens Comments
   - vi. Consent items (Aldermen may pull individual items for discussion)
   - vii. Agenda items
     1. Introduction
     2. Public Hearing (as needed)
     3. Motion
     4. Open for Council discussion
     5. Second
     6. Vote (approve, table, or decline)
   - viii. Reports of committees
   - ix. Items from Council
   - x. Announcements
   - xi. Adjournment

10. Council will consider the items presented, designating time for presentations for or against, professional advice, and debate.

11. At the conclusion of debate, Council will decide the matter and empower the Mayor or other appropriate individual to carry out any actions required by the policy, resolution, or ordinance.

Passed and Approved by the Village Council on this 15th day of June 2004.

Jan Yenawine
Mayor

Attest:

Jennifer Zufelt
City Secretary