



## Understanding your role in the process...

This brochure was prepared to help you understand and participate in Gainesville's decision-making process. It describes the type of City Council meetings, City Council actions, and opportunities available to the public to address the City Council at meetings.

### City Government Structure

Gainesville's City Charter provides for the Council-Manager form of government. Under this system, the citizens elect the Mayor and City Council, who determine the policies of the City and appoint and direct the City Manager, who carries out policies and administers City programs. The City Attorney is also appointed by and responsible to the City Council. All other officials and department heads are hired by and responsible to the City Manager.

For this process to be most effective, the Council must be able to acquire information from citizens and from the City Manager and his staff. Public participation is also essential to a responsive and well-informed city council.

### City Council Meetings

Notices of all Council meetings are posted on the bulletin board at the entry to Gainesville City Hall located at 200 South Rusk Street. Meeting agendas are available on the City of Gainesville's website at [www.gainesvilletx.us](http://www.gainesvilletx.us), on the Friday prior to each regular meeting.

**Regular City Council Meetings** are held at 6:30 p.m. on the first and third Tuesdays of each month in the City Council Chambers located in the Gainesville City Hall. During regular meetings, the City Council considers approving minutes of previous meetings, business items listed on the consent agenda, ordinances, resolutions, bids, change orders and payment approvals, requests to advertise, and other business matters. Public hearings on ordinances are held during regular meetings.

**Special Meetings** are called and held as needed.

**Closed "Executive" Sessions** are held only under limited circumstances, as provided by State law, such as for litigation and personnel matters. Closed sessions are not open to the public.

**The Planning and Zoning Commission** is a separate legal body which oversees certain aspects of City business.

### Public Participation

The City Council welcomes your participation at its meetings. The public may address the City Council on any item not on the agenda during the **"Citizen Comments"** period of the meeting.

For each **Public Hearing** agenda item, the Mayor will call for speakers after the ordinance is read and prior to Council discussion. Please approach the podium and speak clearly into the microphone, stating your name and address for the record. After public comment is concluded, the item is closed and brought to the Council for discussion and action. **Televised coverage** of all regular City Council meetings is recorded for local Cable TV Channel 2.

The City of Gainesville has a network of **advisory boards, committees, and commissions** to facilitate citizen involvement,

including Airport Advisory Board, Building and Standards Board, Greater Texoma Utility Authority Board, Housing Authority Board, Keep Gainesville Beautiful Commission, Main Street Advisory Board, Texoma Community Center (formerly MHMR), Parks & Recreation Board, Planning and Zoning Commission, and Board of Zoning Appeals. Members of these boards, committees, and commissions are interested citizens who make recommendations to the Council regarding specific areas of City policy. Applications for membership are available in the Office of the City Secretary located in Gainesville City Hall and on the City of Gainesville's website at [www.gainesville.tx.us](http://www.gainesville.tx.us).

### Agenda Items

**Consent Agenda** matters are considered by the City Council to be routine and are acted upon in a single motion. There is no separate discussion of these items unless a request is made prior to the time the Council considers the motion to adopt.

**Public Hearings** are held on matters required by law or ordinance. Persons wishing to speak at public hearings will be heard when the hearing is opened, unless the public hearing was previously held and closed to public comment.

**Staff Reports** are informational reports presented by Council or staff that do not involve decisions by the Council. The public is generally not invited to address the Council at this time.

### City Council Actions

The City Council takes action in three different ways:

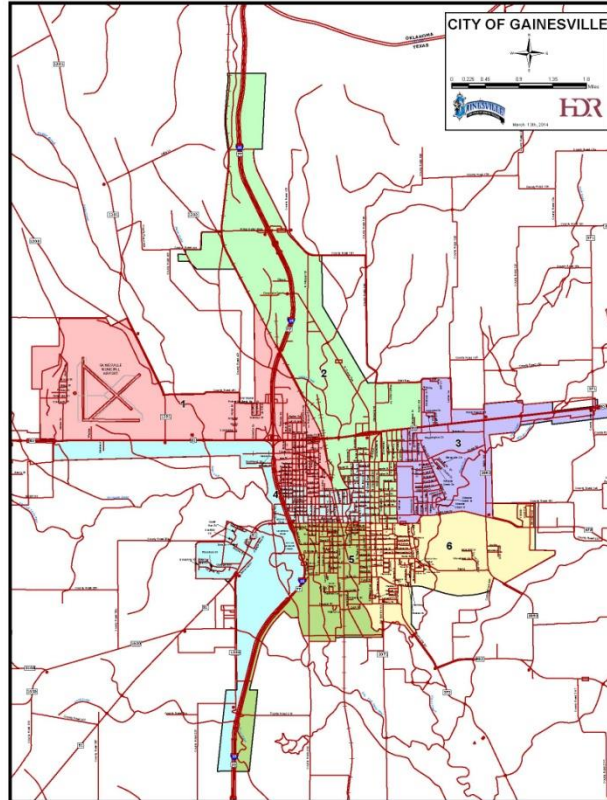
- **Ordinances** are laws adopted at public hearings by the City Council, which usually

amend the Code of Ordinances or modify zoning designations. Most ordinances are voted upon at three Council meetings and, if adopted, are effective immediately.

- **Resolutions** usually establish Council policy or direct certain types of administrative action. They require a majority vote and are usually effective immediately. A resolution requires only one reading and may be changed by a subsequent resolution. No public hearing is required.
- **Motions** are used to approve policy, establish procedures, or provide direction to staff.

For additional information regarding City Council meetings or agendas, please contact the City Secretary's Office at (940) 668-4500 or access the information on the City's website at [www.gainesville.tx.us](http://www.gainesville.tx.us). We hope you will find the meetings of your City Council interesting and informative, and that you will continue to show your interest in Gainesville's city government.

## Gainesville City Council Wards



**Welcome  
to an official  
meeting of the  
Gainesville City  
Council**

City of Gainesville  
200 South Rusk Street  
Gainesville, Texas 76240  
(940) 668-4500  
[www.gainesville.tx.us](http://www.gainesville.tx.us)