

**To the Mayor and Members of the City Council****December 5, 2023**

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**SUBJECT: PROCESS FOR RECONSIDERATION OF COUNCIL ACTIONS**

This informal report outlines the process and timelines for City Council's reconsideration of a prior action and offers a recommendation for an amendment to the process to align the deadline to the current Council Meeting and agenda review schedule.

The general reconsideration process is set forth in the City Council Rules of Procedure (CCRP), Section 6.10. The steps are:

1. A Reconsideration Council Proposal, which must follow the format and rules for all council proposals, must be sponsored by a Council Member who voted on the prevailing side. The purpose of the Reconsideration Council Proposal is to obtain Council approval to reconsider the action.
2. The Reconsideration Council Proposal must be submitted to the City Manager's Office no later than 4:00 p.m. on the first Friday after the City Council Meeting in which a vote was taken on the item.
3. The Reconsideration Council Proposal must be on the next City Council Meeting following its submission to the City Manager's Office, and a motion on it must be made at that meeting.
4. The motion must be made by a member who voted on the prevailing side, with a second by any member. The vote to reconsider must be unanimous.
5. If the motion to approve the Reconsideration Council Proposal passes by unanimous vote, the initial action may be then reconsidered by Council by separate vote.

The exception to the above timing is for reconsideration relating to any contract, which may be reconsidered any time prior to the final execution of the contract. In order for a contract to be reconsidered the steps above must be followed, with the exception that a Reconsideration Council Proposal must be submitted to the City Manager's Office in sufficient time to allow for posting as required by the Texas Open Meetings Act, and a contract-related Reconsideration Council Proposal must be placed on the first City Council Meeting agenda following 72 hours after submission to the City Manager's Office.

The Reconsideration Council Proposal must follow the format and rules for all council proposals, which were recently updated through a Council Proposal called the FORT Act (CP-326, Adopted on February 28, 2023). With the increase in the size of City Council, a council proposal now requires four sponsors to meet the one-third threshold for any Council Proposal.

The first Friday deadline for the Reconsideration Council Proposal was adopted when Council met weekly to vote on action items. Therefore, it is recommended that the CCRP be amended to change the deadline for submittal of a Reconsideration Council Proposal from 4:00 p.m. on the first Friday after the Council Meeting in which a vote was taken on the item to 4:00 p.m. on the second Wednesday after the Council Meeting in which a vote was taken on the item.



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This change in deadline will align the process with the current Council Meeting and agenda preparation schedule.

If you have any questions, please contact Leann Guzman at 817-392-7600.

**David Cooke**  
**City Manager**