

**Resolution No. 2025-10-27-A**

**A Resolution Establishing Policies and Procedures to Guide the Operations, Rules, and Order of Business by the City Commission of the City of Ranger, Texas, and Providing an Effective Date.**

**WHEREAS**, the City of Ranger is a Home Rule city with a charter that establishes the city’s governmental structure and provides for the distribution of powers which is reemphasized within this resolution;

**WHEREAS**, the city must comply with the federal and state constitution and statutory requirements.

**WHEREAS**, the City Commission of the City of Ranger recognizes the need for clear, effective, and transparent policies and procedures to guide its operations, ensure ethical conduct, and promote the public interest;

**WHEREAS**, The Commissioners shall meet at such time as may be prescribed by ordinance or resolution, and the Commission shall determine its own rules and order of business, and shall keep a record of its proceedings;

**WHEREAS**, the Commission is committed to upholding the highest standards of public service, accountability, and compliance with all applicable local, state, and federal laws;

**NOW, THEREFORE, BE IT RESOLVED BY CITY COMMISSION OF THE CITY OF RANGER, TEXAS:**

Section 1: Purpose

The purpose of this resolution is to formally adopt and establish the policies and procedures that shall govern the conduct, decision-making processes, and administrative operations of the City Commission of the City of Ranger, Texas.

Section 2: Policy and Procedures Adoption

1. The Commission shall maintain a comprehensive set of Policies and Procedures which are outlined in this resolution.
2. These policies and procedures shall be reviewed annually and updated as necessary to reflect changes in law, best practices, and the needs of the Commission.
3. All members, officers, and staff of the Commission are required to comply with the provisions of this Resolution.

Section 3: Municipal Government

1. The municipal government of the City of Ranger shall consist of the City Commission, which shall be composed of five (5) Commissioners, one of whom shall be Mayor of the City.
2. The Commission shall enact all ordinances and resolutions, and adopt all regulations, and constitute the governing body of the city, with all powers and authority herein granted.
3. The Mayor of the City shall be the presiding officer of the Commission except that in his absence or disability to act, a Mayor pro tempore may be chosen; he or she shall be entitled to vote as a member of the Commission; sign all bonds; be the official head of the city, and exercise all powers and perform all duties imposed upon him or her by this Charter and by the ordinances of the city.

4. The Commission shall create and consolidate such offices and may divide the administration of the City's affairs into such offices or departments at their discretion.
5. The Commission shall fix and determine the salaries and wages of all appointive officers and employees of the city and provide for the payment thereof.
6. The city council must adopt an annual budget and conduct the financial affairs of the city in strict conformance with the budget.

#### Section 4: Meetings of the Commission

1. The Regular Meetings of the Commission of the City of Ranger are scheduled for the second and fourth Monday of each month to begin at 5:30 pm. This meeting may be adjusted when it falls on a federal holiday.
2. The Mayor or the City Manager may schedule special (or called) meetings any time deemed advisable.
3. A majority of all members elected on the Commission shall constitute a quorum to do business.
4. The City Manager may attend all meetings of the Commission, with a right to take part in the discussion, but has no vote.
5. The City Manager may recommend in writing, to the Commission, such measures as he or she may deem necessary or expedient.

#### Section 5: Code of Conduct

1. Commission members and staff shall adhere to the highest ethical standards, avoiding conflicts of interest and refraining from actions that could undermine public trust.
2. Any potential conflicts of interest must be disclosed promptly and addressed in accordance with the Commission's ethics policy.
3. Statutory requirements are established by the state to address conflicts of interest when decisions will directly impact the personal or business interests of individual commissioners. A commissioner with a conflict of interest as described by the state may have to file an affidavit or abstain from participation in that matter.

#### Section 6: Meeting Administration

1. All official actions of the Commission shall be taken by majority vote during duly called meetings with a quorum present.
2. Matters requiring Commission approval shall be placed on the agenda and distributed to members in advance of meetings.
3. The Commission may establish committees or subcommittees to study specific issues and make recommendations.
4. The City Manager will keep the Commission fully advised as to the financial condition and needs of the city; and will perform such other duties as may be prescribed by this Charter, or be required of him or her by ordinance or resolution of the Commission.

#### Section 7: Agenda Development and Key Provisions

1. The agenda will include at a minimum the following:

- a. Designation of the time and location of the regular meetings of the council. A description of the procedures for calling special meetings will be included.
  - b. Call to Order
  - c. Roll Call and Quorum Check
  - d. Invocation of Prayer
  - e. Pledge of Allegiance to the United States and Texas Flags
  - f. Citizen Presentations which the Council cannot act on any matter until such matter has been placed on the agenda and posted in accordance with law.
  - g. Announcements from City Commission or Staff.
  - h. Consent Items which include approval of minutes which may be considered and voted on as a block.
  - i. A City Manger's report on status of various projects, developing issues, and business related to city administration. The City Commission may provide staff with direction; however, no formal action will be taken.
  - j. At least monthly, Staff Reports will be provided to share information on departmental actions and projects. The City Commission may provide staff with direction; however, no formal action will be taken.
  - k. Specific agenda items of business that will be considered by the commission which may include ordinances, resolutions, policies, and other items for formal action.
  - l. Adjournment at the completion of business.
2. All agenda items must be received by the City Manager and City Secretary no later than noon four (4) business days prior to the meeting.
  3. All supporting documents for the meeting that the commission is to consider must be provided by close of business four (4) business days prior to the meeting, so that the City Secretary can prepare packets for the City Commission. If additional information becomes available, it can be provided to the Commission before the start of the meeting, if needed.
  4. For consideration of agenda items from individuals or entities outside of the City Commission or City Staff, a request must be submitted to the City Secretary, with supporting information, two (2) full business days prior to publication of the agenda.

#### Section 8: Legislative Procedure

1. The affirmative vote of a majority shall be necessary to adopt any ordinance or resolution.
2. Every ordinance or resolution passed by the Commission shall be signed by the Mayor and the City Secretary within two (2) days.
3. Each proposed ordinance or resolution shall be introduced in written or printed form, shall not contain more than one (1) subject, which shall be clearly stated in the title, but general appropriation ordinances may contain the various subjects and accounts for which monies are to be appropriated.
  - a. An ordinance is a local law that usually regulates persons or property and usually relates to a matter of a general and permanent nature.

- b. A resolution generally states a position or policy of a city.
4. No ordinance, unless it be declared an emergency measure, and passed by a unanimous vote of the Commission shall be passed on the day on which it shall be introduced.
5. All ordinances other than emergency measures, shall be published once a week for two (2) consecutive weeks, in the official newspaper designated by the City of Ranger, and no ordinance shall become effective until ten (10) days after the date of its last publication. Each ordinance will have the first and second date of publication listed at the end of the ordinance.
6. An emergency measure is an ordinance or resolution for the immediate preservation of the public peace, property, health or safety, or providing for the usual daily operation of a municipal department.

#### Section 9: Council Work Sessions

1. Informal work sessions (sometimes called “workshops”) of the council may be needed from time to time to study certain matters in detail.
2. These are most often held in conjunction with budget review since regular council meetings do not provide enough time to consider the budget in detail.
3. Work sessions are also useful for major policy questions.
4. The Texas Open Meetings Act applies to all council meetings, including workshops. The notice of a workshop meeting therefore should be posted in the same manner as the notice of regular council meetings.

#### Section 10: Investigation by Commission

1. The Commission may investigate the financial transaction of any office or department of the city government and the acts and conduct of any official or employee, in accordance with the City Charter.

#### Section 11: Establishment of an Official Newspaper

1. The Commission at the beginning of each year is required to designate the official newspaper of the City which shall be the Eastland County Today, which incorporates many publications within the county including the Ranger Times.
2. The Eastland County Today is a once-a-week publication.

#### Section 12: Accounting, Audit, and Examination

1. Accounting procedure shall be devised and maintained for the city adequate to record in detail, all transactions affecting the acquisition, custodianship and disposition of values including cash receipts, credit transactions and disbursements; and the recorded facts shall be presented periodically to officials and to the public in such summaries and analytical schedules in detail support thereof as shall be necessary to show the full effect of such transactions for each fiscal year, upon the finances of the city government, including distinct summaries and schedules for each public utility owned and operated.
2. The Commission shall cause a continuous audit of the books of accounts; all records and transactions of the administration of the affairs of the city: such audit shall be made annually during each fiscal year and shall be made by a certified public accountant to be completed no later than the end of February for the Fiscal Year.

3. Audit statements and summaries shall include a general balance sheet showing the summaries of income and expenditures. The Audit summary shall be published in the Official Newspaper within ten (10) days after the completion of such audit.

Section 13: Open Meetings and Public Records

1. All meetings of the Commission shall be conducted in accordance with Chapter 551 of the Government Code, the Texas Open Meetings Act.
2. Council Meetings with narrow exceptions shall be open to the public. Closed meetings, also referred to as executive sessions, are permitted for discussion of items that legitimately fall within the exceptions stated in the law.
3. In regard to executive sessions, the council must first convene in open session, the presiding officer must announce that a closed meeting will take place as identified by an authorized section of the Open Meetings Act.
4. Official records, minutes, and documents of the Commission shall be maintained and made available to the public in accordance with the Texas Public Information Act, except where confidentiality is required by law.

Section 14: Amendment, Review, and Severability

1. This resolution may be amended by a majority vote of the Commission at a regularly scheduled meeting, provided that written notice of the proposed amendment is given to all members at least seven days in advance.
2. An annual review of policies and procedures shall be conducted to ensure ongoing relevance and compliance.
3. This Resolution shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision, or portion of the Resolution shall not affect the validity or constitutionality of any other section, clause, provision, or portion of this Resolution.

Section 15: Effective Date

This resolution shall take effect immediately upon its adoption by the Commission and shall remain in force until amended or repealed.

**AND, IT IS SO RESOLVED.**

**PASSED, and APPROVED** this 27 day of October, 2025

ATTEST



City Secretary, City of Ranger

CITY OF RANGER, TEXAS



Mayor, City of Ranger

