

## **Placing an item on the agenda for a Sunset Valley City Council meeting**

The City Council has regular meetings on the first and third Tuesday of the month.

The process for placing an item on the City Council agenda is governed by State Law and Local Ordinances.

The Texas Open Meetings Act requires that proper notice of possible action by a Governmental Body be provided to the public. The agenda for a meeting of the City Council must be posted at least 72 hours before the meeting and must contain sufficient detail so that the public is informed of what is being considered by the City Council.

Chapter 30 of the City of Sunset Valley Code of Ordinances provides specific procedures for placing an item on the agenda.

- The Mayor or any City Council member may place an item on the agenda. The person placing an item on the agenda is informally known as the “sponsor” of the item.
- Information related to the requested agenda item is to be provided to the City Secretary no later than 11 days prior to the meeting.
- A permit, variance request, or other application which requires approval by the City Council will be reviewed by city staff and when administratively complete, will be presented to the Mayor for sponsorship on the next available City Council agenda.
- Recommendations from Committees can be sponsored by the City Council member who serves as the liaison for that committee.
- Citizen’s communication is a regular item appearing on each City Council agenda and public comments may be made, but no action can be taken by the Council until the item is sponsored by the Mayor or a member of the City Council as an agenda item on a subsequent meeting.

For more details, please consult [Chapter 30 of the Sunset Valley Code of Ordinances](#).