



**AGENDA FOR THE
ZONING BOARD OF ADJUSTMENT
CITY OF LANCASTER, TEXAS
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 NORTH HENRY STREET
TUESDAY, DECEMBER 10, 2013 @ 6:30 P.M.**



MEMBERS

**Margaret Brooks
Jack McCauley
Kimest Sanders
Deborah Taylor
Rebecca Torres-Swanson**

ALTERNATE

Edward Sutton

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Lancaster reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

ELECTION OF CHAIR AND VICE-CHAIR

DISCUSSION

1. Review and Complete the Disclosure of Personal Information form.
2. Review City of Lancaster Code of Ethics document.
3. Review City of Lancaster Policy for Boards and Commission.

ADJOURNMENT

ACCESSIBILITY STATEMENT

The Municipal Building is wheelchair accessible. If you plan to attend the meeting and have a physical impairment, which requires special arrangements, or require sign interpretive services, please contact the City Secretary's Office 72 hours prior to the meeting at (972) 218-1310 or TDD 1-800-735-2988. Reasonable accommodations will be made to assist your needs.

CERTIFICATE

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall,
December 5, 2013 @ 5:00 am/pm.

**Surupa Sen, Senior Planner
Public Works and Development Services**



DISCLOSURE OF PERSONAL INFORMATION

Please complete this form and return it to the City Secretary's office in regards to the Public Information Act of the State of Texas. If you have any questions, please contact the City Secretary's office directly at (972) 218-1310.

I, _____, an appointed official for the City of Lancaster, Texas, elect to:

(Circle one.) **ALLOW** **NOT ALLOW**

public access to the following personal information: *(check all that apply)*

_____ home address

_____ home telephone number

_____ cell telephone number

Note: Under the Public Information Act, a personal e-mail address is not public information and would not be released.

Appointed Official's Signature

Date

ARTICLE 2.02 CODE OF ETHICS[†]

Sec. 2.02.001 Definitions

Benefit. Anything reasonably regarded as economic gain or economic advantage, including benefit to any other person in whose welfare the beneficiary is interested, but does not include a contribution or expenditure made and reported in accordance with law.

Board. A board, commission or committee:

- (1) Which is established by city ordinance, charter, interlocal contract or state law; or
- (2) Which serves as the board of a nonprofit development corporation that acts as an instrumentality of the city; and
- (3) Any part of whose membership is appointed by the city council;

but does not include a board, commission or committee which is the governing body of a separate political subdivision of the state.

Employee. A person employed and paid a salary by the city, whether under civil service or not, including those individuals on a part-time basis, but does not include an independent contractor or city council member.

* **Charter references**—Form of government, sec. 1.01; powers of city, art. II; limitation of authority of council in dealing with city officers and employees, sec. 3.08; bond of municipal officers and employees, sec. 3.18; city manager, art. IV; other officers, art. V; nepotism, sec. 9.03.

State law reference—Authority of city to appoint, remove and prescribe duties for officers, V.T.C.A., Local Government Code, sec. 26.041.

[†] **Charter references**—Conflict of interest of councilmembers, sec. 3.12; nepotism, sec. 9.03.

State law references—Conflicts of interest of officers, V.T.C.A., Local Government Code, ch. 171; public disclosure, V.T.C.A., Government Code, ch. 553.

Negotiating concerning prospective employment. A discussion between a city officer or employee and another employer concerning the possibility of the city officer or employee considering or accepting employment with the employer in which discussion the city officer or employee responds in a positive way.

Officer. A member of the city council and any member of a board who is appointed by the city council. For purposes of the city charter [this article], officer does not include a member of a board:

- (1) That functions only in an advisory or study capacity and which does not have the power to make findings as to the rights of specific parties; or
- (2) Of a nonprofit development corporation that acts as an instrumentality of the city.

(2002 Code, sec. 9.101)

Sec. 2.02.002 Policy

(a) It is hereby declared to be the policy of the city that the proper operation of democratic government requires that:

- (1) Public officials and employees be independent, impartial and responsible only to the people of the city;
- (2) Governmental decisions and policy be made using the proper procedures of the governmental structure;
- (3) No officer or employee have any financial interest, direct or indirect, or engage in any business, transaction or professional activity or incur any obligation of any nature, which is in conflict with the proper discharge of his duties in the public interest;
- (4) Public office not be used for personal gain; and
- (5) The city council at all times be maintained as a nonpartisan body.

(b) To implement this policy, the city council has determined that it is advisable to enact this code of ethics for all officials and employees, whether elected or appointed, paid or unpaid, advisory or administrative, to serve not only as a guide for official conduct of the city's public servants, but also as a basis for discipline for those who refuse to abide by its terms.

(c) Notwithstanding any other provision of this article, a member of the board of directors of a reinvestment zone established under the Tax Increment Financing Act, as amended, may:

- (1) Own property within that reinvestment zone; and
- (2) Participate in discussions and voting on matters before the board of directors that may directly or indirectly affect the member's property within the reinvestment zone.

(2002 Code, sec. 9.102)

Sec. 2.02.003 Standards of conduct

- (a) An officer or employee of the city shall not:
- (1) Accept or solicit a benefit that might reasonably tend to influence the officer or employee in the discharge of his official duties.
 - (2) Use his official position to secure special privileges or exemptions for himself or others.
 - (3) Grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization. This shall not prohibit the granting of fringe benefits to city employees as part of their contract of employment or as an added incentive to the securing or retaining of employees.
 - (4) Disclose information that could adversely affect the property or affairs of the city, or directly or indirectly use any information understood to be confidential which was gained by reason of his official position or employment for his own personal gain or benefit or for the private interest of others.
 - (5) Transact any business on behalf of the city in his official capacity with any business entity with which he is an officer, agent or member or in which he has a financial interest. In the event that such a circumstance should arise, then he shall make known his interest and:
 - (A) In the case of an officer, leave the room during debate or hearing, refrain from discussing the matter at any time with the members of the body of which he is a member or any other body which will consider the matter and abstain from voting on the matter; or
 - (B) In the case of an employee, turn the matter over to his superior for reassignment, state the reasons for doing so and have nothing further to do with the matter involved.
 - (6) Personally provide services for compensation, directly or indirectly, to a person or organization who is requesting an approval, investigation or determination from the body or department of which the officer or employee is a member. This restriction does not apply to outside employment of an officer if the employment is the officer's primary source of income.
 - (7) Accept other employment or engage in outside activities incompatible with the full and proper discharge of his duties and responsibilities with the city or which might impair his independent judgment in the performance of his public duty.
 - (8) Personally participate in a decision, approval, disapproval, recommendation, investigation or rendering of advice in a proceeding, application, request for ruling or determination, contract, claim or other matter under the jurisdiction of the city, if the officer or employee is negotiating or has an arrangement concerning prospective employment with a person or organization which has a financial interest in the matter, and, in the case of an employee, it has been determined by the city manager that a conflict of interest exists. If an officer or employee begins negotiation or enters

an arrangement concerning prospective employment with a person or organization that has a financial interest in a matter in which the officer or employee has been participating, the officer or employee shall:

- (A) In the case of an employee, immediately notify the official responsible for appointment to his position of the nature of the negotiation or arrangement and, if the city manager determines that a conflict of interest exists, follow the instructions of the city manager with regard to further involvement in the matter; or
 - (B) In the case of a board member, immediately notify the board of which he is a member of the nature of the negotiation or arrangement and:
 - (i) Refrain from discussing the matter at any time with other board members or members of the city council if the city council will also consider the matter;
 - (ii) Leave the room during debate or hearing on the matter; and
 - (iii) Abstain from voting on the matter; or
 - (C) In the case of a member of the city council, file an affidavit with the city secretary describing the nature of the negotiation or arrangement and:
 - (i) Refrain from discussing the matter at any time with other councilmembers or members of a board that will consider the matter;
 - (ii) Leave the room during debate or hearing on the matter; and
 - (iii) Abstain from voting on the matter.
- (9) Receive any fee or compensation for his services as an officer or employee of the city from any source other than the city, except as may be otherwise provided by law. This shall not prohibit his performing the same or other services for a public or private organization that he performs for the city if there is no conflict with his city duties and responsibilities.
- (10) (A) In the case of a member of the city council or an employee, personally represent or appear on behalf of the private interests of others:
 - (i) Before the city council or any city board or department;
 - (ii) In any proceeding involving the city; or
 - (iii) In any litigation to which the city is a party.
- (B) In the case of a board member, personally represent or appear on behalf of the private interests of others:
 - (i) Before the board of which he is a member;

- (ii) Before the city council;
 - (iii) Before a board which has appellate jurisdiction over the board of which he is a member; or
 - (iv) In litigation or a claim to which the city or an employee of the city is a party if the interests of the person being represented are adverse to the city or an employee of the city and the subject of the litigation or claim involves the board on which the board member is serving or the department providing support services to the board.
- (11) Use the prestige of his position with the city on behalf of a political party.
- (12) Knowingly perform or refuse to perform any act in order to deliberately thwart the execution of the city ordinances, rules or regulations or the achievement of official city programs.
- (13) Use city supplies, equipment or facilities for any purpose other than the conduct of official city business.
- (14) Engage in any dishonest or criminal act or other conduct prejudicial to the government of the city or that reflects discredit upon the government of the city.
- (b) The restrictions in this section do not apply to business associates of officers or employees, but only personally to the officers and employees themselves.
- (c) The restrictions and requirements of subsection (a)(5) above do not apply to an officer or employee of the city serving as a member of any board, commission or other entity when transacting business on behalf of the city in an official capacity with that board, commission or entity, if the officer or employee:
- (1) Was appointed by the mayor, city council or city manager to represent the city on the board, commission or entity; and
 - (2) Has no financial interest in the board, commission or entity or in the business being transacted.

(2002 Code, sec. 9.103)

Sec. 2.02.004 Financial interests

Any officer, whether elected or appointed, who has a financial interest in any matter that is pending before or that might be considered by the body of which the officer is a member shall:

- (1) Disclose such interest to the other members of the body;
- (2) Refrain from discussing the matter at any time with any other member of the body of which the officer is a member or with a member of any other body that might consider the matter;
- (3) Leave the room during debate or hearing; and

- (4) Refrain from voting on the matter.

(2002 Code, sec. 9.104)

Sec. 2.02.005 Political activities of officers

(a) In any election, a member of the city council may not:

- (1) Use the prestige of the member’s position with the city on behalf of a candidate;
- (2) Solicit or receive contributions; or
- (3) Serve as the designated campaign treasurer for a candidate as required by chapter 252, Texas Election Code.

(2002 Code, sec. 9.105; Ordinance adopting Code)

(b) In any election, a member of a city board, commission or committee, whether governmental or advisory, may not:

- (1) Use the prestige of the member’s position with the city on behalf of a candidate;
- (2) Serve as the designated campaign treasurer for a candidate as required by chapter 252, Texas Election Code; or
- (3) Personally solicit or receive contributions for a candidate. A member, however, is not prohibited from serving on a steering committee to plan a program of solicitation and listing the member’s name without reference to the office held when the committee as a whole is listed.

(c) Subsections (a)(1) and (b)(1) do not prohibit a member of the city council or of a board from lending the member’s name in support of a candidate so long as the office held with the city is not mentioned in connection with the endorsement.

(2002 Code, sec. 9.105)

*Sec. 2.02.006 + 007 + .008 repealed
ord. 2013-07-07*

Sec. 2.02.006 Employment with public utility corporation

An employee of the city may accept employment from a public utility corporation enjoying the grant of a franchise, privilege or easement from the city if:

- (1) The employee is to perform the duties of a security guard for the public utility corporation;
- (2) The employment is approved by the employee’s department head;
- (3) The employment does not conflict with his duties as an employee of the city.

(2002 Code, sec. 9.106)

Sec. 2.02.007 Restrictions on contracting with city or providing representation of others

(a) An officer or employee in a position that involves significant reporting, decision-making, advisory, or supervisory responsibility who leaves the service or employment of the city may not, within twelve (12) months after leaving that service or employment, represent any other person or organization in any formal or informal appearance:

- (1) Before the city concerning a project for which the person had responsibility as a city officer or employee; or
- (2) Before any other agency on a project for which the person had responsibility as an officer or employee.

(b) A former officer or employee who is subject to the requirements of subsection (a) shall, during the twenty-four (24) months after leaving the service or employment of the city, disclose the officer's or employee's previous position and responsibilities with the city when representing any other person or organization in any formal or informal appearance before a city agency.

(c) A member of the city council or an employee may not, within twelve (12) months after leaving the service or employment of the city, either individually or as the officer or principal of a private business entity:

- (1) Submit a proposal, on behalf of the member or employee or on behalf of a private business entity, to make any city contract that is not required by state law to be competitively bid;
- (2) Negotiate or enter into any city contract that is not required by state law to be competitively bid; or
- (3) Have or acquire any financial interest, direct or indirect, in any city contract that is not required by state law to be competitively bid.

(2002 Code, sec. 9.107)

Sec. 2.02.008 Forfeiture of employment when employee becomes candidate for office

An employee of the city immediately forfeits employment with the city if:

- (1) The employee becomes a candidate for election to the city council;
- (2) The employee becomes a candidate for nomination or election in a partisan election for public office within Dallas County or in a partisan election for a public office, the constituency of which includes all or part of Dallas County;
- (3) The employee becomes a candidate for nomination or election to an elective public office where the holding of that office will conflict with the full and proper discharge of the employee's duties with the city; or

- (4) A managerial or supervisory exempt city employee becomes a candidate for nomination or election to an elective public office of an entity having contractual relations with the city that involve the employee's department.

(2002 Code, sec. 9.108)

Sec. 2.02.009 Enforcement; disciplinary actions; appeals

(a) The failure of any officer or employee to comply with this article, or the violation of one or more of the standards of conduct set forth in this article which apply to him, shall constitute grounds for expulsion, reprimand, removal from office or discharge. In the case of an employee of the city, disciplinary action and appeals therefrom shall be in conformance with procedures established by the city charter and personnel rules and regulations. Where no specific appeal procedure is otherwise prescribed, the appeal shall be to the city council. In the case of a city councilman, the matter shall be decided by a vote of two-thirds (2/3) of the entire membership of the city council in accordance with the city charter, article IV, section 14. In the case of members of boards or commissions, the matters shall be decided by the city council. The decision of these bodies shall be final in the absence of bias, prejudice or fraud.

Editor's note—The reference to article IV, section 14 of the charter is obsolete.

(b) If the city council determines that a person has violated this section, the city council may direct the city attorney to initiate whatever legal action is necessary to seek enforcement of its provisions.

(2002 Code, sec. 9.109)



CITY OF LANCASTER, TEXAS



POLICIES AND PROCEDURES FOR LANCASTER BOARDS, COMMISSIONS AND COMMITTEES

I. PURPOSE AND SCOPE

The purpose of these policies and procedures is to establish uniform procedures for all boards and commissions of the City. Board and commission members are selected by the City Council in July of each year and typically serve a two-year term. Members serve at the pleasure of the Council and will not be granted special privileges because of their appointment.

II. MEMBER ELIGIBILITY

Applicant qualifications include the following:

- Must be at least eighteen (18) years of age, except for the Youth Advisory Committee;
- Must be a resident of the City, except for the Airport Advisory Board which permits members outside of the city limits;
- Must meet specific requirements as may be required by applicable City Code for specific boards, commissions or committees;
- In the event that state statute requires certain qualifications, those qualifications shall be required.

All qualified candidates applying for the first time must complete an application form and forward it to the City Secretary's office prior to the advertised deadline. Applicants may be interviewed by City Council prior to appointment.

Members shall be appointed for terms of two (2) years (except for the Economic Development Corporation which has three (3) year terms), and may be removed at any time by the City Council. Terms of office will be staggered so approximately one-half of the membership at any time has experience. In the event a vacancy occurs prior to the expiration of a full term, the City Council may appoint a new member to complete the unexpired term. Any member of a board or commission may be re-appointed by the City Council with a majority vote at a duly convened meeting of the City Council.

Alternate members are appointed to serve a one (1) year term. An alternate member shall serve in the absence of any regular member even if the alternate is not required to constitute a quorum. The Chair of the board shall recognize at the beginning of the meeting that an alternate is serving in the absence of a regular member. While serving in the absence of a regular member, an alternate shall have the same rights as a regular member, including the right to vote.

A member of a board or commission ceasing to reside in the City of Lancaster during his or her term of office shall immediately forfeit his or her position.

III. NEW MEMBERS

Upon completion of the selection process, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished copies of pertinent telephone numbers of other members, applicable information and regulations that govern that board.

Members of boards who are considered by state statute to be officers of the City must be administered a Statement of Officer and must receive the Oath of Office upon induction. The members must sign the Statement and Oath of Office. The documents must be notarized and retained in the City Secretary's office. The City Secretary or any notary public may administer the Statement and the Oath of Office.

Annually the City sponsors training provided by the City Attorney on the Texas Open Meetings Act for all board, commission and committee members. Newly appointed members of statutory boards and commissions shall be required to attend city-sponsored training on the Texas Open Meetings Act within three (3) months of their appointment. If unable to attend the city-sponsored training, the member shall contact the City Secretary's office for assistance in securing the required training through other resources or online at the Texas Attorney General's website. All board and commission members are strongly encouraged to attend the city-sponsored training on the Texas Open Meetings Act.

IV. DUTIES OF BOARD AND COMMISSIONS GENERALLY:

All boards and commissions shall act in an advisory capacity to the City Council with the exception of the following:

- Board of Adjustment whose decision is final as set out by state statutes
- Property Standards and Appeals Board as set out by state statutes
- The Lancaster Economic Development Corporation Board of Directors (Type A)
- The Lancaster Recreational Development Corporation Board of Directors (Type B)
- Planning and Zoning Commission in particular issues

Boards and commissions shall advise the Council on issues peculiar to their particular interests. No member of a board or commission shall become involved in the daily operations of the departments of the City or in personnel matters.

Specific duties of all boards and commissions are outlined in the Code of Ordinances as follows:

Planning and Zoning Commission	Lancaster Development Code, Section 14.209
Board of Adjustment	Lancaster Development Code, Section 14.210
Sign Control Board	Lancaster Development Code, Section 12.211
Historic Landmark Preservation Committee	Lancaster Development Code, Section 14.212
Tree Advisory Board	Lancaster Development Code, Section 14.213

Property Standards and Appeals Board
Economic Development Corporation
Recreational Development Corporation
Parks and Recreation Advisory Board
Airport Advisory Board
Animal Shelter Advisory Committee
Library Advisory Board
Youth Advisory Committee

Property Maintenance Code, Section 8.1013
Articles of Incorporation & Bylaws
Articles of Incorporation & Bylaws
Code of Ordinances, Article 16.100, Section 16.116
Resolution No. 4-78
Resolution No. 2009-10-98
Code of Ordinances, Article 9.900, Section 9.903
Ordinance No. 2009-09-30

V. ATTENDANCE AT MEETINGS

It is imperative that members maintain regular attendance. The following procedure has been established in order to assist in maintaining the record.

The Chairman should announce, for the record, the names of members absent. Members who cannot attend the meeting should contact the chairman or appropriate staff member concerning his or her absence prior to the meeting. Advance notice of an anticipated absence is simply a courtesy to other members and staff. The Attendance Policy set by Council does not provide for “excused” or “unexcused” absences.

Three (3) consecutive absences or a total of five (5) absences during a twelve month period, as reported quarterly to the City Council by the City Secretary’s office, shall cause the City Council to consider removal of the board member in accordance with the Attendance Policy.

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Decisions reached by any of these boards impact the entire community. Therefore, if a quorum is not present because of absenteeism by certain members, the integrity of the board as a whole is affected.

VI. ETHICS

All members of boards and commissions shall comply with the City of Lancaster Code of Ethics as established in Article 9.100 of the Lancaster Code of Ordinances and as provided in Section 3.19 Boards and Commissions of Lancaster’s Home Rule Charter.

Article 9.600 of the Lancaster Code of Ordinances requires that any board or commission member who shall become a candidate for a place on the city council shall automatically be terminated from such board or commission position held.

VII. ROLE OF STAFF LIAISON

A staff member (usually a department director) is assigned to each respective board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions. The staff member is an ex-officio member

of the board, but is not entitled to vote or preside over meetings.

The staff member should arrange a meeting with all new members prior to the first meeting date for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting. A new member orientation may be conducted in a duly posted meeting of the board to facilitate this process.

VIII. ROLE OF COUNCIL LIAISON

The role of the liaison is to act as a communication conduit between the City Council and the board or commission. The liaison shall take no part in the board or commission discussions unless requested.

IX. RECORD OF MEETINGS:

A record of all meetings is to be kept. Pertinent items to be included are as follows:

A. AGENDA

The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place(s) readily accessible to the public. Agenda postings are made at City Hall (bulletin board) with public copies available at the information kiosk near the reception desk at City Hall and on the City's website. Copies of the agenda, along with supporting data, shall be provided to each board member at least 72 hours in advance of the meeting date.

Some boards meet periodically or on an as-needed basis; however, others meet on a specified schedule. In the event a regularly scheduled meeting is cancelled, a notice should be posted stating that the meeting has been cancelled and giving the reason for such cancellation.

B. MINUTES OF MEETINGS

The staff member will be responsible for keeping an accurate record of all meetings. The minutes shall include a record of attendance, brief summary of the discussion, recommendations and/or voting record, indicating by name members voting "for" or "against" all items of business, unless the vote was unanimous. Written minutes shall be Action Minutes (not verbatim); thereby recording what was done rather than what was said. For all citizen comments made during a public hearing, the minutes shall include the name and address of the person speaking and summarize their comments.

Draft minutes shall be provided to the board in the agenda packet for review prior

to consideration at the duly posted meeting. Any questions regarding minutes shall be directed to the staff member preparing the minutes prior to the board meeting. Any proposed revision(s) or correction(s) to the draft minutes, as submitted to the board by the staff liaison, must be presented for consideration by all of the members of the board.

After minutes are approved by the board and signed by the chairperson, the minutes shall be a permanent record of the City and maintained as such by the staff liaison.

C. GENERAL CITIZEN COMMENTS

General citizen comments are not required under the Texas Open Meetings Act. The best forum for general citizen comments is before the governing body (City Council) whose members are elected to represent their constituents and who may direct staff or remand a matter to the appropriate board or commission for review and recommendations. General Citizen Comments shall not be a part of a board or commission agenda except for the Planning and Zoning Commission as provided herein. The Planning and Zoning Commission agenda may contain an item for "Citizen Comments" where citizens may speak only on matters contained on the Planning and Zoning Commission agenda.

This policy in no way prevents citizen comments at a public hearing conducted by a board or commission.

X. CONDUCT OF MEETINGS

A. The Chair shall preside at the meetings and in his/her absence the Vice-Chair shall preside. The Chair shall call the meeting to order and announce those members present and absent.

B. The Chair may address the posted items on the agenda in any order he/she chooses, as long as each and every item is addressed in some fashion.

C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion will die from a lack of a second.

D. Generally accepted parliamentary procedures will determine the precedence of motions and the general conduct and composition of meetings except as otherwise provided by state law.

E. If a City board or commission member has a conflict of interest, as defined under Chapter 171 of the Texas Local Government Code, on a matter being considered by the board or commission, an Affidavit of Conflict of Interest disclosing the nature of the conflict must be filed with the City Secretary prior to the meeting and any discussion of the matter. If there is a question as to whether or not a conflict of interest exists, the potential conflict should be discussed with the staff liaison, City Secretary or City Attorney prior to the meeting. When it is time to discuss the matter for which the member has filed a Conflict of Interest Affidavit, the member shall recuse him/herself from the meeting stating that he/she has a conflict of interest on the matter to be considered and that an Affidavit of Conflict of Interest has been filed. The member shall not participate in any discussion regarding the matter and shall promptly leave the dais. The City's Code of Ethics requires the member to leave the room if there is a financial interest in the matter. The Chair shall signal when the business on the matter is completed and allow time for the member to resume his/her place at the dais.

F. All meetings will be held in compliance with the Open Meetings Act and, with the exception of allowable executive sessions, shall be open to the public.

XI. VIOLATION OF POLICY

A violation of this policy may result in a member's removal by a majority vote of the City Council at a duly convened meeting of the City Council. Report of a violation shall be made to the City Council through the office of the City Secretary. After receiving notice of such violation, the City Secretary shall place the item on an agenda for consideration by the City Council.