



City of Richmond

Where History Meets Opportunity

Monument Ad Hoc Committee Workshop

Thursday, September 17, 2020 at 3:00 P.M.

via Video Conference call

**(pursuant to Texas Government Code,
Section 551.127)**

Join Zoom Meeting

<https://zoom.us/j/95915520216>

Meeting ID: 959 1552 0216

One tap mobile

+12532158782,,95915520216# US (Tacoma)

+13017158592,,95915520216# US (Germantown)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

AGENDA

- A1. Call to Order, Quorum Determined, Meeting Declared Open.
- A2. Discuss Rules of Procedure and introduction of Chair of the Committee.
- A3. Elect Vice Chair.
- A4. Discuss charge provided by the City Commission.
- A5. Discuss information needed to fulfill charge for possible recommendations to the City Commission.

Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

Monument Ad Hoc Committee Agenda

September 17, 2020

Page 1 of 2

- A6. Set Future Meeting date(s).
- A7. Discuss Future agenda items.
- A8. Adjournment.

If, during the course of the meeting covered by this Agenda, the Commission shall determine that an executive session of the Commission, should be held or is required in relation to any item included in this Agenda, then such executive session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Agenda concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.084 of the Texas Government Code, including, but not limited to, Section 551.071 – for purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Richmond City Commission meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary’s office at (281) 342-5456 ex. 505 for needed accommodations. If you have any questions please let me know.

Terri Vela



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A1. Call to Order, Quorum Determined, Meeting Declared Open.



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Thursday, September 17, 2020 at 3:00 p.m.

- A2. Discuss Rules of Procedure and Introduction of Chair of the Committee.

OBELISK/MONUMENT AD HOC COMMITTEE
RULES OF PROCEDURE

The following rules and regulations are the rules of procedure of the Obelisk/Monument Committee (Committee). They shall remain in effect unless otherwise changed by formal approval by City Commission.

The Committee will generally conduct each meeting in compliance with these Rules of Procedure and the provisions of Robert's Rules of Order stated herein; provided that the failure of the Committee to follow these Rules or the applicable provisions of Robert's Rules of Order shall not create any right or violate any right of any member of the Committee or any third party, person or citizen, or create or give rise to any due process claim for or on behalf of any such member of the Committee or any third party, person or citizen. These rules may be enforced exclusively by the Chair and/or majority vote of the Committee.

MEETING - Is subject to call by the Chair or City Manager. Except in unusual circumstances, these meetings will be held by video conference/teleconference.

AGENDA - The following stipulations relate to the Agenda for Meetings of the Commission:

1. The Chair or Committee Members by motion at a Committee meeting may place items on the agenda of a future meeting. Upon approval of inclusion of an item on the agenda of a future meeting, the item shall be included on the specified agenda.
2. The Chair or a Committee Member may submit agenda items to the City Manager for inclusion on the next Committee meeting agenda. Unless deemed time sensitive or of an urgent nature, agenda items must reach the City Manager's Office at 5:00 p.m. seven (7) days prior to the Meeting. The Chair or a Committee Member may submit no more than three (3) agenda items per meeting.

All such agenda items should be limited to issues that are within the authority and jurisdiction of the Committee.

3. Committee Agenda Packets for all Meetings will be developed and delivered to Committee members no less than three (3) days preceding meetings, except in the event of an emergency. This should afford ample opportunity for all Committee members to inquire into the nature of each matter to be discussed or personally investigate the matter so as to better inform himself/herself before a Meeting.

4. Commission Agenda Packets shall be exclusively developed for and distributed to the Committee members, City Manager; and the appropriate staff as determined by the City Manager.

B. **COMMITTEE PROCEEDINGS** - These procedures shall apply to all meetings of the Committee.

1. Chair - The Chair shall be the presiding officer at all meetings of the Committee and have a voice and vote in all of its proceedings. In event of the absence of the Chair, the Vice-Chair, shall be the presiding officer. In the event of the absence of the Chair and Vice-Chair, the assembled quorum of the Committee may elect a presiding officer for that meeting. Such elected presiding officer shall preside over that meeting until the arrival of the Chair or Vice-Chair or the adjournment of that meeting.

2. Roll Call - At the time appointed for Committee to meet, the roll shall be taken. The minutes of each meeting shall reflect the names of members present. In the absence of a quorum at the time appointed for a meeting, a recess or recesses may be taken to inquire as to the attendance of the absent member(s). Chair shall immediately call the Committee to order.

3. Addressing the Chair-Committee members shall speak in Meetings only upon being recognized by the presiding officer, whose recognition shall not be withheld.

4. Voting - All members of the Committee present shall vote upon every issue, subject or matter properly before the Committee and requiring a Committee vote; provided that, if any member of the Committee has a conflict of interest that fact shall be stated in the minutes, the appropriate affidavit shall be filed, and such member shall abstain from discussion and voting on the issue. If no conflict exists, upon stating the reason for the abstention, the member is allowed to abstain in accordance with *Richmond City Charter Article III, Section 3.11*. No motion, order, action, matter, recommendation or issue, shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of Committee present and not prohibited from voting, and not less than two (2) affirmative votes shall be required to pass, approve, adopt, take action on, or consent to any order, action, matter, issue, recommendation, or motion (*Richmond City Charter, Article III, Section 3.09*).

5. Recordation of Vote - At the discretion of the Chair, any vote on a qualifying motion may be recorded by either a simultaneous voice vote of the members or by individual roll call. A roll call vote shall be taken and duly recorded upon request by any member.

C. **PARLIAMENTARY PROCEDURE** - In conducting all meetings of the Committee, it shall be Committee's intent to follow Robert's Rules of Order to the extent reasonably applicable to a legislative body. The following commonly used procedures will be followed:

PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE:

	Debatable	Amendable	A Majority Vote (of those present)	
1. To take a recess	No	Yes	Yes	
2. For the previous question	No		No	Yes
3. To continue to a time certain	Yes		Yes	Yes
4. To amend	Yes		Yes	Yes
5. To offer a substitute amendment	Yes		Yes	Yes
6. To postpone indefinitely	Yes		No	Yes
7. To table	Yes		No	Yes
8. To adjourn to Executive Session	Yes		Yes	Yes
9. To reconvene to Regular Session after Executive Session	No		No	Yes

1. Opening an Item for Discussion - The Committee shall discuss agenda items prior to their formal consideration by motion. To initiate such discussion, the Chair shall introduce the agenda item by reading the agenda item. After the Chair has introduced the agenda item, he or she shall declare it open for discussion. Committee members shall then adhere to the procedures defined herein for general discussion or debate of the pending item.

2. Handling a Motion – The three steps by which a motion is normally brought before Committee are as follows: (1) A member makes the motion, (2) another member seconds the motion, and (3) the Chair states the question on the motion. Neither the making nor the seconding of a motion places it before the Committee; only the Chair can do that, by the third step. When the Chair has stated the question, the motion is pending. It is then open to further debate (parliamentary name given to any form of discussion of merits of a motion), if necessary. Any member who has made a motion that has been duly placed before Committee will have the right to speak first in debate, if so desired, after the Chair has stated the question.

3. Amending a Motion - Amending a motion that is before Committee allows for additional clarification of action pending before the Committee. After any motion is made and properly seconded, placing it before the Committee, the Chair shall ask if there are any questions or further discussion. If, as a result of the ensuing discussion, the member who made the motion wishes to amend, add to, and/or clarify the motion, he/she shall be permitted to do so before the vote is taken, upon its proper seconding by another member, the amended motion shall be immediately put to a vote.

4. Close Debate to Vote - Any member may call for the question on any matter being debated; the issue shall immediately be put to vote. This shall be done by the member calling for the previous question. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or amended motion, and the matter shall move on immediately. Debate shall normally be closed after every member wishing to speak has been given every opportunity to speak and no member has any additional comments to make. When the debate appears to have closed, the Chair shall ask if any member has a motion to make. Additionally, any member may terminate debate by calling for the previous question. The effect of this motion is to immediately terminate debate on this motion, amendment, or amended motion and at once take a vote on the immediately pending question. If this is voted down, discussion continues.

5. Reconsider - Reconsidering previous Committee action enables a majority of Committee, within a limited time, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. The motion to reconsider has the following unique characteristics:

a.) It can be made only by a member who voted with the prevailing side. In other words, a motion to reconsider can only be made by one who voted aye if the motion involved was adopted, or no if the motion was lost.

b.) In a session of one day, such as an ordinary meeting, the motion to reconsider can be made only on the same day the vote to be reconsidered was taken.

c) If the subject matter is one on which a motion to reconsider may be made at a subsequent Committee meeting, the motion to reconsider may be made only at the next meeting of the Committee. The motion to reconsider may not be made or considered unless it is on the agenda and the request to reconsider is made by a member that previously voted on the prevailing side of the original motion and vote.

6. Adjournment – Adjournment of the meeting is at the discretion of the Chair.

D. **DEBATE**

1. Limit Debate - The Chair and/or a majority of Commission may agree to limit debate on any business before it. That agreement must be formalized by the Committee on a roll call vote.

2. Assignment of the Floor for Debate - When a measure is presented for consideration by the Committee, the Chair shall recognize the appropriate individual to present the case. If the member who made the motion that is immediately pending claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members. When two or more members wish to speak, the Chair shall select the individual who is to speak first. A motion can be made only by that member who has been recognized by the Chair as having the floor.

3. The Chair shall not be obligated to recognize any member for a second comment on the subject or amendment until every member wishing to speak has been allowed a first comment.

4. No member who has already had the floor in debate on the immediately pending question is entitled to have the floor again on the same question, so long as any member who has not spoken on that question claims the floor.

5. No member of the Committee shall interrupt another while speaking except to make a point of order or to make a point of personal privilege. When a member has been assigned the floor and has begun to speak, he or she cannot be interrupted by another member or the Chair except for one of the following purposes, and only then when the urgency of the situation justifies it:

- a.) a Call for the Orders of the Day (requiring Committee to conform to its agenda),
- b.) raising a question of privilege,
- c.) a Point of Order (calling of failure to observe these rules), or
- d.) an inquiry that requires an immediate response.

E. DECORUM

1. Dilatory & improper Motions -A motion is dilatory if it seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation. Parliamentary forms are designed to assist in the transaction of business. Even without adopting a rule on the subject, every deliberative assembly has the right to protect itself from the use of these forms for the opposite purpose. It is the duty of the Chair to prevent Committee members from misusing the legitimate motions, merely to obstruct business. Whenever the Chair becomes convinced that one or more members are using parliamentary forms for obstructive purposes, he or she should rule that such motions are out of order,

2. No member shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation, or use language tending to hold a member of the Committee up to contempt.

F. CITIZEN PARTICIPATION AT MEETINGS - The following procedures shall be utilized to provide for citizen participation:

1. All citizens wishing to speak during a Committee meeting designated for public input shall complete a "Request to Address Committee" form and state the subject they wish to discuss as provided prior to the meeting. The forms may be submitted to the City Manager via email before the scheduled start of the meeting. Their names will be added to the minutes of said meeting as a matter of record.

2. When properly recognized by the Chair, a citizen will be limited to three (3) minutes for comments. A citizen who requests to speak may not give her/his time

to another citizen. A citizen who addresses the Committee through a translator shall be given at least six (6) minutes for comments.

3. As a general rule, the Committee members and/or the staff shall not respond to questions or comments. Responses to said discussion will be considered for proper reply at an appropriate time. Citizens should understand that State law very materially restricts the responses that may be made to such citizen communications.

4. The Chair of said meeting, may ask the citizens present if they wish to speak for or against any item as listed on the meeting agenda. If so, they may be given an opportunity to do so at the proper time, when duly recognized by the Chair of the meeting.

5. In the best interests of the City, the Chair of the meeting may choose to alter some or all of these rules governing Citizen Participation, if deemed necessary to exact the appropriate information for consideration by Committee.

6. No member of the public addressing the Committee shall be permitted to indulge in personalities, use language personally offensive; question motives of members, staff, or the public; charge deliberate misrepresentation; or use language tending to hold a member of Commission, Committee, staff, or the public up to contempt; or to utter loud, threatening, personal, or abusive language; or to engage in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of a meeting. A complaint about a person shall not be made during Citizen Participation. This paragraph shall not be interpreted or applied to prohibit public criticism of the Commission or Committee, including criticism of any act, omission, policy, procedure, program, or service.

7. The Chair or presiding officer shall request that a person who is breaching the rules of decorum or procedures for addressing the Committee, or who is in attendance at the meeting and is violating the rules set forth in I.6., be orderly and comply with the rules. If after receiving a warning from the Chair or presiding officer, the person persists in violating the I.6. rules, the Chair or presiding officer may order him or her to leave the meeting. If a person who is requested to leave the meeting does not leave the meeting, the Chair or presiding officer may request any law enforcement officer who is on duty at the meeting or otherwise in attendance to remove that person from the Commission chamber. Any participant that threatens physical harm to another participant by words or actions may be removed from the meeting without first being warned. Any person who is removed from two meetings due to the person's violation of this section, and such removal is documented by reports of the Richmond Police Department, such person shall be prohibited from attending any public meeting of the City of Richmond for a period of six months.



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A3. Elect Vice Chair.



Monument Ad Hoc Committee Workshop

A3. Elect Vice Chair:

Terri Vela, City Manager

Rob Quarles, Representative of Vincent Morales, County Commissioner Precinct 1

Keely Knipling, Vice President of the Fort Bend History Association.

Alex BeMent, City Commissioner – Chair of the Monument Ad Hoc Committee



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A4. Discuss charge provided by the City Commission.

OBELISK/MONUMENT AD HOC COMMITTEE

The Obelisk/Monument Ad Hoc Committee (Committee) is charged with the following:

- 1) Developing recommendations related to the obelisk/monument: relocation, modification, and provision of context;
- 2) Developing estimates of costs related to accomplishing the proposed recommendations;
- 3) Making interim reports to the City Commission on its progress in meeting the assigned tasks; and
- 4) Reporting its findings and recommendations to the City Commission by September 25, 2020.

The Committee is formed pursuant to Rules of the Commission, paragraph G.2. and the members are Alex BeMent, City Commissioner; Terri Vela, City Manager; Rob Quarles, representative of Vincent Morales, County Commissioner Precinct 1; Keely Knipling, Vice-President of Fort Bend History Association. Gary Smith, City Attorney, will serve as the legal advisor to the Committee.

The City staff will provide administrative support for the Committee.

The Committee meetings will be posted in accordance with the Texas Open Meetings Act.

The Committee will keep minutes of each meeting.

The Committee will conduct at least one meeting to allow any member of the public a reasonable opportunity to express thoughts about the obelisk/monument and the person's recommendation for the future of the obelisk/monument.

The appointed Commissioner will be the chair of the Committee. The Committee may select from its membership a vice-chair.

The Chair shall preside over the meetings. In the absence of the Chair, the vice-chair shall preside over the meeting.

A majority of the Committee will constitute a quorum of the Committee. Any action or recommendation must be approved by a majority of the quorum present.

The attached rules of procedure shall govern meetings of the Committee.



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- A5. Discuss information needed to fulfill charge for possible recommendations to the City Commission.



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A6. Set Future Meeting date(s).



Monument Ad Hoc Committee Workshop

A6. Meeting Date (s) choices:

Wednesday or Thursday @ 3:00 p.m.



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A7. Discuss Future Agenda Items.



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A8. Adjournment.