

**MINUTES**  
**HALTOM CITY CHARTER REVIEW COMMITTEE**  
**City Hall – Pre-Council Room - 5024 Broadway Avenue**  
**September 14, 2023 – 6:00 P.M.**

A Regular Meeting was held by the Haltom City Charter Review Committee (CRC) on Thursday, September 14, 2023 at 6:00 p.m. in the City Hall Pre-Council Room with the following members present: Suzanne Norris, Britt Ford, Penny Clowers, Don Lemaster, Aaron Betts, and Troy Dunn. CRC Members absent: Debi Geltmeier, Virginia Shelton, and Walter Grow. City Staff included City Secretary Art Camacho, City Attorney Alicia Kreh, and Council Contact Mayor Pro Tem Linda Thompson.

**CALL TO ORDER**

City Attorney Kreh called the meeting to order at 6:00 p.m.

1. **Introduction to the Charter Review Process** – Review and discuss the process for the committee's objectives and timeline. City Attorney Kreh reviewed the role of the Charter Committee and the process of determining the items to submit for Council consideration for ballot propositions.
2. **Chair and Vice-Chair** – Consideration and/or action regarding the selection of the Chair and Vice Chair. CRC Member LeMaster moved, seconded by CRC Member Dunn, to select Suzanne Norris as the CRC Chair. No other motions were made. ***The vote was unanimous. Motion carried.*** CRC Member LeMaster moved, seconded by CRC Member Clowers, to select Britt Ford as Vice-Chair. No other motions were made. ***The vote was unanimous. Motion carried.***
3. **Parliamentary Procedure** – Consideration and/or action to determine parliamentary procedures for meetings. City Secretary Camacho reviewed the former process of using the three-card system for voting/discussion in meetings. CRC Member Dunn moved, seconded by CRC Member Clowers, to approve the card system. ***The vote was unanimous. Motion carried.*** A discussion was held concerning the voting for propositions to be finalized. Vice Chair Ford moved, seconded by CRC Member Dunn, to approve the availability to vote twice on a proposition item – first on its initial consideration and secondly for a final consideration for a valid proposition. ***The vote was unanimous. Motion carried.***
4. **Future Meeting Dates** – Consideration and/or action for scheduling future meetings. City Attorney Kreh provided the CRC with her scheduled meeting available dates and other CRC Members discussed their availability with the future meeting dates. Vice Chair Ford moved, seconded by CRC Member Clowers, to approve the following dates for future CRC meetings: (1) Thursday, September 21, 2023; (2) Monday, October 2, 2023; (3) Wednesday, October 11, 2023 – with each meeting beginning at 6:00 p.m. and ending no later than 8:00 p.m. ***The vote was unanimous. Motion carried.***
5. **Committee Member Absence** – Consideration and/or action regarding excused absences of committee members. A discussion was held regarding excused absences and CRC Member LeMaster moved, seconded by Chair Norris, to limit the excused absences to three consecutive meetings before removing the member and having another appointed. ***The vote was unanimous. Motion carried.***

6. **Charter Revisions** – Consideration and/or action regarding the revisions to the City Charter. Items that were discussed and will be brought forward for proposition voting include the following:
  1. Residency requirements for City Secretary position to be Tarrant County instead of currently Haltom City.
  2. Request by the Fire Chief - Review and possibly expand Article XI, Sec. 11.29, to add a subsection (f) – Promotional Examination Appeal Hearing
  3. Request by Finance Director - Recommends changes to **Sec. 5. 10.** Disbursement of Funds – regarding signatories being attested by the City Secretary.
  4. Official appointment of Deputy Mayor Pro Tem.
  5. Board/Commissions – ability to appoint officers every two years if desired – bylaws of boards are to be researched.
  6. Term Limits of Council – possible 3-yr. terms.
  7. Sect. 3.05 – Paid Council attendance at non-Council meetings was discussed and was shown to be checked for validity prior to paying the Council Member of Mayor.
  8. Possible nepotism violation of spouse serving on Council with spouse Mayor.
  9. Animal Advisory Committee – review of Committee members needed for meetings.

**ADJOURNMENT**

Committee Chair Norris adjourned the meeting at 7:11 p.m. on September 14, 2023.

RESPECTFULLY SUBMITTED BY:



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Art Camacho, City Secretary

APPROVED BY:



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Suzanne Norris, Chairman