

Flood Mitigation Task Force

**Texas Open Meetings Act
Public Information Act
City Code of Ethics**



September 22, 2015

What is the Texas Open Meetings Act?

The Texas Open Meetings Act is a Texas statute that provides for public access to meetings of governmental bodies.

This body is subject to the Texas Open Meetings Act (City Code 2-1-3(D)).



What does TOMA Compliance Require?

Meeting notice (agenda) must be posted, and...

- 72 hour notice
- Must include what will be discussed
- Citizen communication cannot be discussed

Discussions of official business by a quorum or more must occur in public.

- Exchanges by email and social media can constitute an inappropriate discussion of official business
- Official business does not include ceremonies/social events
- Working groups must be made up of less than a quorum
- Staff may “push” information to officials
- Do not “reply all” to emails sent to entire panel



What Is The Public Information Act?

The Public Information Act is a Texas statute that gives the public the right to ask for government information.

This body is subject to the Public Information Act (Texas Government Code Chapter 552).



What does PIA Compliance Require?

The Public Information Act requires that the city and its officials provide certain documents regarding city business upon written request.

Documents may be paper or electronic format. Any email – including city business on your personal email account – or social media communication regarding city business is subject to the Public Information Act.

Records retention guidelines let us know when it is ok to dispose of a document; please allow city staff to determine whether you may dispose of a document.



What is the City Code of Ethics?

City Code Chapter 2-7, Article 4, “Code of Ethics”, applies to city officials. The term “city official” includes task force members.

This body is subject to Chapter 2-7, Article 4, “Code of Ethics”.



What Does Ethics Code Compliance Require?

Requirements include...

- **Gifts:** No acceptance or solicitation of any gift or favor that might reasonably tend to influence the discharge of official duties or that you know or should know has been offered with the intent to influence or reward official conduct (2-7-62(G))
- **Conflicts:** Recuse on matters in which they have a substantial interest (2-7-63)
- **Use of City Resources:** No use of city resources for private purposes (2-7-62(J))



Questions?

Thank you very much for your service!

