

Memorandum



CITY OF DALLAS

DATE May 5, 2026
 TO Honorable Members of the Ad Hoc on Administrative Affairs Committee:
 TO Jesse Moreno (Chair), Laura Cadena (Vice Chair), Maxie Johnson, Cara Mendelsohn, Kathy Stewart
 SUBJECT **Best Practices Related to Pulled Agenda Items from City Council Agendas**

This memorandum provides an overview of best practices related to items pulled from City Council agendas.

Background: The Office of Government Affairs (OGA) was tasked with reviewing how other cities conduct City Council meetings. While the general concept of pulling agenda items is common across local governments, procedures vary in structure, formality, and thresholds. In researching this issue, OGA benchmarked the City of Dallas against other large Texas municipalities that operate under a council-manager form of government.

Best Practices: The Fort Worth City Council adopted **Resolution 22-2443**, during its September 13, 2022, meeting. The resolution amended the *Rules of Procedure for the Fort Worth City Council*, granting the mayor sole authority to remove items from both consent and non-consent agendas for separate consideration. Under the resolution, registered speaker is still allowed three minutes to speak on that item.

Included is a historical overview of the number of consent agenda items withdrawn from previous City Council meetings and other peer cities.

City of Fort Worth - Pulled Agenda Item History	
COUNCIL DATE	ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA
10.28.25	0
11.11.25	1
11.18.25	1
12.9.25	2
1.13.26	0
1.27.26	2
2.10.26	0
2.24.26	2
3.10.26	0
3.31.26	0
4.28.26	0

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Comparison Among Peer Cities:

City	Govt. Form / Meeting Cadence	Consent Agenda Practice	Individual Consideration
Austin	Every Thursday, no committee meetings. The Mayor serves as parliamentarian, sends out a message on a public message board about the agenda and which items will be taken up.	A public council message board exists on which a Councilmember must note they want an item pulled and questions they want answered on the record. Items may be pulled at any time. An item may not be adopted on the consent agenda if there are two or more registered speakers on the item.	An item cannot stay on consent if it is a public hearing, time-certain, has two or more registered speakers, or a councilmember requests removal.
San Antonio	City Council meets weekly for A Session (voting) and B Session (briefing) meetings. No meetings are held in July, to allow staff time to produce the City's annual budget.	Consent items include routine items such as the purchase of equipment and supplies, capital improvements, or other similar items. Consent agenda is taken up after items for individual consideration.	Items for individual consideration are designated for the beginning of the agenda and often include a detailed staff presentation. Council members may "pull" consent items for individual discussion, staff presentation and an individual vote.
El Paso	City Council work sessions occur on Mondays, Council voting agendas on Tuesdays of the same week; meetings occur bi-weekly, with no meetings occurring every other week.	Items removed from the consent agenda by the Mayor Pro Tempore or at the request of other Council members- will be considered at the time when items for the related department are being considered or as otherwise requested by the Mayor Pro Tempore.	
Fort Worth	City Council work sessions and meetings are on Tuesdays; agendas are posted on Thursday before the meeting and include both day and evening meetings as applicable.	The Mayor is the only member of the Council who can move an item from consent or non-consent agendas to be separated out and to allow a speaker three minutes to speak on that item.	
Plano	2nd and 4th Mondays of each month, with a preliminary open meeting (briefing) held at 5 PM and a voting agenda at 7 PM.	Routine business items (minutes, bids, contract amendments, etc.)	A councilmember, the city manager, or any citizen may remove consent items for individual discussion, with limits on citizen pulls.
Irving	2nd and 4th Thursdays of each month, with a work session (briefing) held at 1 PM and a voting agenda at 7 PM.	Prior to taking up the Consent Agenda, the Mayor shall determine if there are any items thereon which should be removed from the Consent Agenda for discussion. Any Councilmember may, upon request, remove any item from the Consent Agenda for discussion/separate action.	Any Councilmember may, upon request, remove any item from the Consent Agenda for discussion and separate action.

Additional Information: The Office of Government Affairs reviewed best practices and guidance from the Texas Municipal Clerks Association (TMCA) and the North Texas Municipal Clerks Association (NTMCA).

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For any questions or additional information, please do not hesitate to contact Eric Dominguez, Director, Office of Government Affairs via email at eric.dominguez@dallas.gov or 214-670-4050.

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Chief of Staff to the City Manager

c: Kimberly Bizzor Tolbert, City Manager
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Mamatha Sparks, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
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Alina Ciocan, Assistant City Manager
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Jack Ireland, Chief Financial Officer
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