

RULES OF PROCEDURE, CONDUCT AND DECORUM

AT MEETINGS OF THE

WALLER COUNTY COMMISSIONERS COURT

- I. All Regular, Special, Emergency and Executive Session Meetings of the Waller County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Government Code.
- II. Regular, Special, and Emergency Meetings of the Waller County Commissioners Court are open to the public and to representatives of the press and media. Executive Sessions of the Commissioners Court are not open to the public, the press, or the media and only those individuals expressly requested or ordered to be present are allowed to attend Executive Session.
- III. The Waller County Commissioners Court meets in Regular Session every other Wednesday each month . For a matter or issue to appear as an agenda item on the Agenda of any Regular Meeting of the Commissioners Court, a request must be filed with, and approved by, at least one Commissioner or the County Judge by 12:00 p.m. (noon) on the Wednesday immediately preceding the next Regular Meeting of the Commissioners Court.
 - A. The County Judge may group routine items without controversy together on the Court's Voting Session Agenda as "Consent Items," which items may be approved by the Court on a single motion and vote.
 1. Prior to consideration of the "Consent Items" the County Judge, or presiding member of the Court, will honor any request from any Court Member that an item be removed from the Consent Items and separately considered by the Court.
 2. Each Voting Session agenda item may, after discussion, be designated as "Consent", if appropriate, and included in the consent motion of the appropriate Voting Session. However, any single Court Member may prevent an item from being included in the Voting Session consent motion.

B. The Court may act on multiple discussion items with one motion so long as items to be acted upon in this manner are under the same department (I.E. County Engineer, Sheriff's Office, etc.) However, any single Court Member may remove an item from the group action for separate discussion and action by the Court.

C. Items that are likely to be discussed in Executive Session may be grouped on the agenda with an indication under which provisions of the Texas Open Meetings Act the Executive Session will be heard.

IV. The business of Waller County is conducted by and between the members of the Waller County Commissioners Court and by those members of the County staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited to attend all meetings of the Commissioners Court (except Executive Sessions) the public's participation therein is limited to that of observers unless a member of the public is invited to address the Commissioners Court on a particular issue or unless the member of the public completes a Public Participation Form and submits same to the County Clerk prior to the time the agenda item is addressed by the Court. The Court will make every reasonable effort to accommodate requests for interpreters but may need advanced notice to be able to accommodate such requests. A sample of the Waller County Commissioners Court Public Participation Form is attached hereto as Exhibit "A".

A. Each member of the public who appears before the Commissioners Court shall be limited to a maximum of three (3) minutes to make his/her remarks. Time for each speaker shall be maintained by the County Clerk or such other designated representative of the Commissioners Court. Members of the public who have properly completed a Public Participation Form and submitted same to the County Clerk must wait to be recognized before they will be allowed to address the Court.

B. Maximum discussion on any agenda item, regardless of the number of members of the public wishing to address the Commissioners Court on such

agenda item shall be limited to thirty (30) minutes. If more than six (6) members of the public wish to address a particular agenda item, then time allocated to members of the public recognized to speak shall be divided equally between those members of the public wishing to speak for the agenda item and those members of the public wishing to speak against the agenda item.

- C. In matters of exceptional interest, the Court may, by the majority vote of the members of the Court in attendance at the meeting, either shorten or lengthen the time allocated for all members of the public and/or the amount of time allocated for all agenda items and/or a specific agenda item.
- D. It is the intention of the Court to provide an open access to the citizens of Waller County to address the Commissioners Court and express themselves on issues of County Government. Members of the public are reminded that the Waller County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Waller County Commissioners Court also possesses the power to issue a Contempt of Court Citation under §81.023 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court citation.
- E. It is not the intention of the Waller County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the

public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, individually or collectively. Accordingly, profane, insulting, or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic, or gender slurs or epithets will not be tolerated. These Rules do not prohibit public criticism of the Commissioners Court, including criticism of any act, omission, policy, procedure, program, or service. Violation of these rules may result in the following sanctions:

1. Cancellation of a speaker's remaining time;
2. Removal from the Commissioners Courtroom;
3. A Contempt Citation; and/or
4. Such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

V. All members of the Court and public are expected to conduct themselves in a manner that demonstrates respect towards others and the Court itself. Behavior that impedes or disrupts the business of the Commissioners Court while Court is in session is prohibited and unlawful pursuant to Texas Penal Code § 42.05. It is the intention of Waller County Commissioners Court to attend to County business effectively and efficiently, without undue interruption. Cell phone usage during Commissioners Court is strictly prohibited. All cell phones, pagers, and other mobile communication devices should be in “silent” mode at all times while Court is in session.

VI. The County Judge is the presiding officer of the Waller County Commissioners Court and is a fully participating member thereof. In the absence of the County Judge, the members present at the Regular, Special, Emergency Meeting or Executive Session, shall select a Commissioner to preside over of the Court meeting.

VII. The presiding officer of the Commissioners Court is responsible for conducting all meetings in accordance with these Rules of Decorum and Procedure. The presiding officer shall conduct the meeting in the following manner:

A. When an individual member of the Commissioners Court wishes to make a motion, the presiding officer shall first recognize the individual's right to speak. The individual may then make the motion. A second is then required prior to any discussion or debate on the matter before the Court.

B. Only after the motion and second, the presiding officer repeats the motion and opens the floor to discussion of the motion. The maker of the motion speaks first, and the presiding officer allows proponents and opponents to alternate speaking if possible. A member who has not yet spoken has precedence over those who have already voiced an opinion. The presiding officer has the authority to end discussion if it becomes too personal or too longwinded by calling for a vote.

C. Motions are limited to those listed in Addendum A, "Motions at a Glance." A member may only make one motion at a time. The presiding officer may decline to allow more than three motions (one main, two secondary) on the floor at one time; for example, one substantive motion and two motions to amend. When multiple motions are on the floor, the last motion made should be the first voted on.

D. The presiding officer at the officer's discretion but in keeping with these rules, makes procedural rulings. The body may overrule the presiding officer's procedural ruling with a motion, second, and majority vote to do so.

E. Three members of the Court constitute a quorum unless the Court is levying taxes, in which case four members constitutes a quorum or unless the Court is canvassing an election, in which case only two members of the Court constitutes a quorum. If a quorum is present, the Judge shall take a vote by asking for the "ayes" and "nays". Silence shall indicate an "aye" vote.

Abstentions should be stated on the record. Approval of a motion is attained by a majority vote of all the votes cast when a quorum is present. The presiding officer shall announce the result of the vote and each member's vote verbally to ensure a complete record.

VIII. Special Rules for the Press and Media:

A. No media personnel or equipment, including lights, cameras or microphones will be located on the Commissioners Court bench nor closer than five feet (5') in front of the Commissioners Court bench.

B. Reporters and media technicians are required to structure their movements, equipment set-up and take-down and adjustments, etc. in such a manner as to not disrupt the Commissioners Court deliberations or the ability of the public to see, hear, and participate in the proceedings.

C. Interviews shall not be conducted inside the Commissioners Courtroom during the time the Court is in session.

D. Media interviews which are conducted outside the Commissioners Courtroom should be conducted in such a manner that the interview does not disturb, impede, or disrupt the proceedings of any Regular, Special, Emergency and/or Executive Session Meeting of the Court.

IX. The Sheriff of Waller County, Texas, or his designated deputy, shall serve as the Bailiff at all Regular, Special and Emergency Meetings of the Court. However, in the event of the absence of the Sheriff, or in the event that there exists a conflict of interest between the Sheriff, any member of the Sheriff's Department, and the Commissioners Court, or in the event of an Executive Session of the Court in which the Sheriff is not an authorized participant, then in such event, the Court shall appoint such other commissioned peace officers to serve as Bailiff as may be necessary.

X. From time to time, the Commissioners Court shall conduct town meetings and public hearings. These rules of procedure, conduct and decorum shall also apply to such town meetings and public hearings, however, the Commissioners Court may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient, and proper manner.

XI. These Rules of Procedure, Conduct and Decorum at Meetings of the Waller County Commissioners Court shall be effective immediately upon adoption by the

Court and shall remain in full force and effect until amended or repealed by a Majority vote of the Commissioners Court. These Rules may be temporarily suspended by majority vote of the Court in a manner that does not conflict with the Texas Open Meetings Act.

[Signature page follows]

ADOPTED BY THE UNANIMOUS VOTE OF THE _____ COUNTY
COMMISSIONERS COURT on this the _____ day of _____, 20_____.

County Judge

Commissioner, Pct. 1

Commissioner, Pct. 3

Commissioner, Pct. 2

Commissioner, Pct. 4

Attest:
