

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 Sessions.

III. The Waller County Commissioners Court meets in Regular Session weekly on every Wednesday of each month. In order 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 member of the Commissioners Court and/or the County Judge by 5:00 p.m. on the Wednesday immediately preceding the next Regular Meeting of the Commissioners Court.

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 observees unless a member (or members) of the public is requested to address the Commissioners Court on a particular issue (or issues) or unless the member (or members) of the public either signs up on a Public Comment list just prior to the Commissioners Court meeting, or completes a Public Participation Form on a specific agenda item and submits same to the county clerk prior to the beginning of the meeting at which the agenda item will be discussed. 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 in either the Public Comment portion of the meeting or on a specific agenda item shall be limited to a cumulative maximum of five (5) 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.

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 (or items) shall be limited to thirty (30) minutes. In the event that more than six (6) members of the public wish to address a particular agenda item (or items), then only the first six (6) members of the public recognized to speak shall be divided equally between those members of the public wishing to speak