

**RULES OF PROCEDURE, CONDUCT AND DECORUM
FOR AT MEETINGS OF THE
BOWIE COUNTY COMMISSIONERS COURT**

- I. All Regular, Special, Emergency and Executive Session Meetings of the Bowie 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 Bowie 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 Bowie County Commissioners Court meets in Regular Session on the second and fourth Mondays 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 submitted to and approved by at least one member of the Commissioners Court by 4:00 p.m. on the Thursday immediately preceding the next Regular Meeting of the Commissioners Court. All terms, sessions, and meetings of the Court shall be held in accordance with Texas Local Government Code 81.005.
- IV. The business of Bowie County is conducted by and between the members of the Bowie 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 (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 completes a Public Participation Form and submits same to the presiding officer at least 15 minutes prior to the beginning of the meeting. Comments from the public shall be pertinent and limited to items on the day's agenda or issues under the jurisdiction of the court. A sample of the Bowie 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 presiding officer or such other designated representative of the Commissioners Court.
 - B. Maximum public participation time regardless of the number of members of the public wishing to address the Commissioners Court shall be limited to 30 minutes. To the extent possible, the members of the public recognized to speak shall be divided equally between those members of the public wishing to speak for the agenda item or issue and those members of the public wishing to speak against the agenda item or issue.
 - 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 a particular member of the public, all members of the public and/or the amount of time allocated for all issues and/or a specific agenda item.

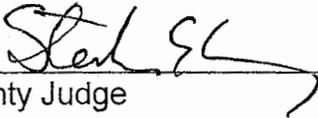
- D. It is the intention of the Court to provide an open access to the citizens of Bowie County to address the Commissioners Court and express themselves on issues of County Government. Members of the public are reminded that the Bowie County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Bowie County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 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.
- E. Proper attire for men, women and children is mandatory. Those members of the public who are inappropriately attired and/or 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. Examples of inappropriate attire are shorts, tank tops, and pajama type clothing.
- F. It is not the intention of the Bowie 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. 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.
- G. Any comments by members of the Commissioner's Court in response to comments made during public comment shall be limited to a statement of specific factual information in response to a specific inquiry; a recitation of existing policy in response to a specific inquiry; and any deliberation about the subject to the specific inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. V.T.C.A., Tex. Gov't. Code, Sec.551.042
- V. The County Judge is the presiding officer of the Bowie County Commissioners Court and is a fully participating member thereof. In the event of the absence of the County

Judge, the senior member of the Commissioners Court (in terms of total number of years as an elected representative) present at the Regular, Special, Emergency Meeting or Executive Session, shall serve as the Judge Pro-Tem of the Court. However, nothing herein shall prevent the senior member of this Commissioners Court from delegating this duty to another member of the Commissioners Court.

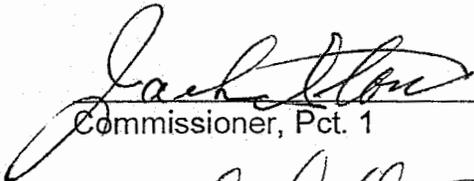
- VI. The County Judge (or the designated Judge Pro-Tem of the Commissioners Court), as presiding officer of the Commissioners Court, is responsible for conducting all meetings and members of the public who have properly completed a Public Participation Form and submitted same to the presiding officer must wait to be recognized before they will be allowed to address the Court.
- VII. 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. Equipment, excluding lights, may be placed on the conference table in front of the bench or free standing behind the bar as long as it does not affect nor restrict the aisle or entrances of the court.
 - 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, or Executive Session of the Court, or any other court in session.
- VIII. The Commissioners Court will designate an individual to oversee and coordinate the videotaping and voice recording of Commissioners Court meetings. This individual shall be responsible for Commissioners Court owned equipment; training and access to the equipment; and shall be responsible for maintaining the county's website which shall include posting the Commissioners Court meetings on the county's website. No individual shall post the Commissioners Court meeting video on the county's website other than the individual designated by the Commissioners Court. There shall be no microphones located on the bench in the Commissioners Court courtroom except those microphones used in the official videotaping and/or recording of the Commissioners Court meetings. All Court owned recording equipment used in videotaping and/or recording of the meeting for the purpose of minute taking shall not be recording prior to the start time of the meeting. No parts of Section VIII of this document shall be used to restrict the mandated duties of the County Clerk.

- IX. From time to time, the Commissioners Court may 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.
- X. The Sheriff of Bowie 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.
- XI. These Rules of Procedure, Conduct and Decorum at Meetings of the Bowie 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.

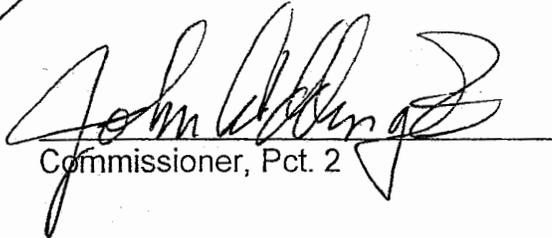
APPROVED BY A VOTE OF THE BOWIE COUNTY COMMISSIONERS COURT on this the 13 day of June, 2011.



County Judge

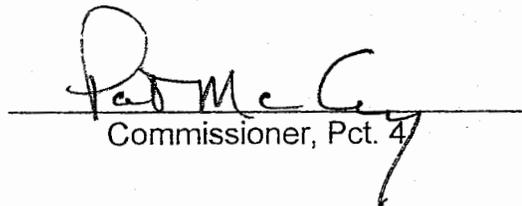


Commissioner, Pct. 1



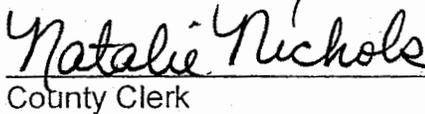
Commissioner, Pct. 2

Commissioner, Pct. 3



Commissioner, Pct. 4

Attest:



County Clerk

