

JOHNSON COUNTY COMMISSIONERS COURT



COPY

RICK BAILEY
Commissioner Pct. #1

ROGER HARMON
County Judge

JERRY D. STRINGER
Commissioner Pct. #3

JOHN W. MATTHEWS
Commissioner Pct. #2

Sandy Sims
Assistant to Commissioner's Court

DON BEESON
Commissioner Pct. #4

RULES OF PROCEDURE, CONDUCT AND DECORUM AT MEETINGS OF THE JOHNSON COUNTY COMMISSIONERS COURT

- I. All Regular, Special, Emergency and Closed ("Executive") Session Meetings of the Johnson County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, *Chapter 551, Texas Government Code*.
- II. Regular, Special and Emergency Meetings of the Johnson 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 as only members of a governmental body have a right to attend an Executive Session. The Commissioners Court has discretion to include in an Executive Session any of its officers and employees whose participation is necessary to the matter under consideration. A final action, decision, or vote on a matter deliberated in an Executive Session meeting may only be made in an open session.
- III. The Johnson 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 filed with the County Judge's Office and approved by at least one member of the Commissioners Court and/or the County Judge by 12:00 pm on the Tuesday immediately preceding the next Regular Meeting of the Commissioners Court. A sample of the Johnson County Commissioners Court Request for Agenda Placement Form is attached hereto as Exhibit "A".

- IV. The business of Johnson County is conducted by and between the members of the Johnson 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 said form to the designated representative of the Court ten (10) minutes prior to the meeting of the Court. A sample of the Johnson County Commissioners Court Public Participation Form is attached hereto as Exhibit "B".
- A. Each member of the public who appears before the Commissioners Court for Public Participation shall be limited to a maximum of three (3) minutes to make his/her remarks. Time for each speaker shall be maintained by the designated representative of the Commissioners Court. The Commissioners Court may not discuss or respond to statements made during Public Participation, although the Court may respond with a statement of specific factual information given in response to an inquiry or recite existing policy in response to an inquiry. Any deliberation of, or discussion about the subject of the Public Participation by the Court must be limited to a proposal to place the subject on the agenda for a subsequent meeting.
- B. Maximum Public Participation statements on any subject, regardless of the number of members of the public wishing to address the Commissioners Court on such subject, shall be limited to eighteen (18) minutes. In the event that more than six (6) members of the public wish to address a particular subject, then only the first six (6) speakers will be recognized. To the extent possible, the six (6) members of the public recognized to speak shall be divided equally between those members of the public wishing to speak in favor of the subject and those members of the public wishing to speak against the subject.
- C. In matters of exceptional interest, the Court may, by the majority vote of the members of the Court in attendance at the meeting, lengthen the time allocated for a particular member of the public, all members of the public and/or the amount of time allocated for a particular subject or subjects.
- D. It is the intention of the Court to provide an open access to the citizens of Johnson County to address the Commissioners Court and express themselves on issues of County government. Members of the public are

reminded that the Johnson 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 Johnson 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.

- V. 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.
- VI. It is not the intention of the Johnson 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.
- VII. The County Judge is the presiding officer of the Johnson 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 of the Commissioners Court) 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 the Commissioners Court from delegating this duty to another member of the Commissioners Court.

- VIII. 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 said form to the designated representative for the Court, must wait to be recognized before they will be allowed to address the Court.
- IX. 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 or 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.
- X. The Sheriff of Johnson 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 his designated deputy, the Commissioners Court may request a Constable, or his designated deputy, to serve as Bailiff as may be necessary.
- XI. From time to time, the Commissioners Court shall conduct town meetings, workshops, 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.
- XII. These Rules of Procedure, Conduct and Decorum at Meetings of the Johnson 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.

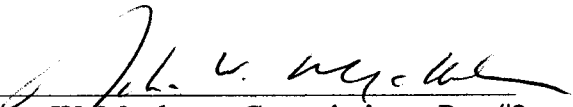
ADOPTED BY THE UNANIMOUS VOTE OF THE JOHNSON COUNTY COMMISSIONERS COURT on this the 14th day of September, 2009.



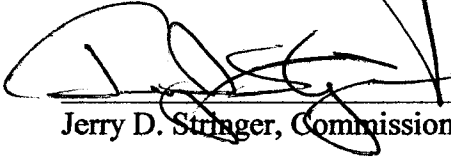
Roger Harmon, County Judge



Rick Bailey, Commissioner Pct. #1



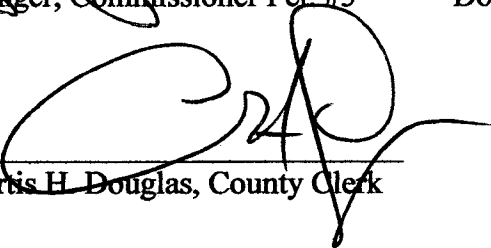
John W. Matthews, Commissioner Pct. #2



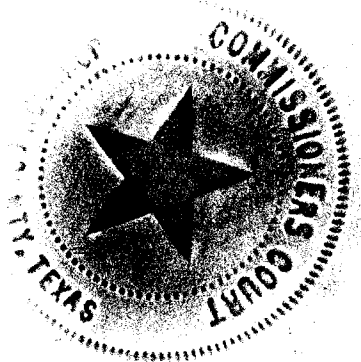
Jerry D. Stringer, Commissioner Pct. #3



Don Beeson, Commissioner Pct. #4

ATTEST: 

Curtis H. Douglas, County Clerk



REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: _____

TODAY'S DATE: _____

DEPARTMENT: _____

X _____

SIGNATURE OF DEPARTMENT HEAD: _____

X _____

REQUESTED AGENDA DATE: _____

X _____

SPECIFIC AGENDA WORDING:

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: _____

ACTION ITEM: _____

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

ISS DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

COUNTY COMMISSIONERS' COURT

Public Participation Form

Instructions: Fill out all appropriate blanks. Please print or write legibly.

NAME: _____

HOME ADDRESS: _____

HOME TELEPHONE: _____

PLACE OF EMPLOYMENT: _____

EMPLOYMENT PHONE: _____

Do you represent any particular group or organization? _____

If you do represent a group or organization, please state the name, address and telephone number of such group or organization.

Which agenda item (or items) do you wish to address? _____

Other concerns or items to be addressed to the Commissioners Court _____

Signature: _____

NOTE: This Public Participation Form must be presented to the Court Assistant 15 minutes prior to the Court being in session.