

**RULES OF PROCEDURE, CONDUCT, AND DECORUM
FOR MEETINGS OF THE
SMITH COUNTY EMERGENCY SERVICES DISTRICT 2**

- I. All Regular, Special, Emergency, and Executive Session Meetings of the Smith County Emergency Services District 2 shall be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Texas Government Code, Chapter 551.
- II. The Board of Commissioners for the Smith County Emergency Services District 2 ordinarily meets in regular session (open to the public) on the fourth Monday of every month. Each meeting notice will be posted on the exterior bulletin board at the main administration building located at 14128 TX-110, Whitehouse, TX 75791, as well as being electronically posted on www.smithcountyfire.org pursuant to the procedures specified in the Texas Open Meetings Act, Texas Government Code, Chapter 551.
- III. With the exception of executive sessions (i.e., "closed meetings"), all meetings of the Smith County Emergency Services District 2 are open to the public and to representatives of the media. Executive sessions are not open to the public or media, and only individuals requested to attend will be permitted to be present.
- IV. The business of Smith County Emergency Services District 2 is conducted by and between the Commissioners of the Smith County Emergency Services District 2 and by those members of the District staff, 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 District, participation is limited to that of observer of the open session portions of the meeting unless (1) a member of the public is requested to address the Board of Commissioners on an issue, or (2) an individual completes and submits a Public Comment Form to the Smith County Emergency Services District 2 staff prior to the start of the meeting. Public comment shall be limited to comments concerning items on the Board of Commissioners agenda for that particular meeting. Public comments will ordinarily be heard in a block, near the beginning of the meeting, so that the Commissioners may hear public input prior to consideration and/or action on any agenda item. However, please understand that the Board of Commissioners may only discuss or act on issues which are properly posted on the agenda.
 - A. Each member of the public who appears before the Board of Commissioners shall be limited to a maximum of three (3) minutes to make his/her remarks. The Board of Commissioners staff or such other designated representative of the Board of Commissioners shall maintain time for each speaker.
 - B. The Board of Commissioners, by majority vote, may adjust the three-minute time allocation during any particular meeting. In no instance shall the time allotted to each speaker be less than one (1) minute.
 - C. While it is the intention of the Board of Commissioners to provide open access to

citizens served by Smith County Emergency Services District 2, members of the public are expected to conduct themselves with proper respect in speaking before the Board of Commissioners. Any members of the public who do not conduct themselves according to these guidelines, after a warning, will be required to leave the meeting until they are able to comply.

- D. The Smith County Emergency Services District 2 meetings are not a forum to publicly demean any group or individual. Professionalism shall be required. Any profane, insulting, or threatening language directed toward the Board of Commissioners and/or any person in the Board's presence shall **not** be tolerated; likewise, racial, ethnic, or gender slurs and/or epithets will **not** be tolerated. These Rules do not prohibit public criticism of the Board of Commissioners, including the criticism of any act, omission, policy, procedure, program, or service. Proper attire for men, women and children is mandatory. Inappropriate attire includes, but is not limited to, items such as cut-off jeans or pants, tank tops, shorts, and/or suggestive or offensive t-shirts. Those members of the public who are inappropriately attired or who do not conduct themselves in an orderly and appropriate manner will be required to leave the meeting until such time as they comply with the Board's requirements. Violation of these rules may result in the following sanctions:

1. cancellation of a speaker's remaining time;
2. removal from the Board of Commissioners' meeting room; and/or
3. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes, and Codes of the State of Texas.

- V. The Board President is the presiding officer of the Smith County Emergency Services District 2 and is a fully participating member thereof. In the event the Board President is absent, the Vice President of the Board shall serve as the presiding officer. However, nothing herein shall prevent the Vice President of the Board from delegating this duty to another member of the Board of Commissioners. The presiding officer is responsible for conducting all meetings.

VI. Special Rules for the Press and Media

- A. During all open Board of Commissioners meetings, no media personnel utilizing equipment including lights, cameras, or microphones should be located on the Board of Commissioners bench or in front of the bench, unless specially permitted by the presiding officer. The press and media will be provided a designated area of the room where cameras may be set up. 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 Board's deliberations or the ability of the public to see, hear, and participate in the proceedings.

- B. Interviews shall not be conducted inside the Board of Commissioners meeting room

during any time that the Board is in session.

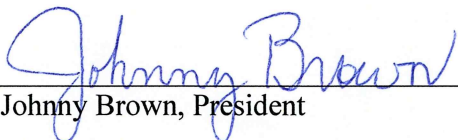
C. Media interviews should be conducted outside the Board of Commissioners meeting room in such a manner that the interview does not disturb, impede, or disrupt the proceedings of any Regular, Special, Emergency, and/or Executive Session Meeting of the District.

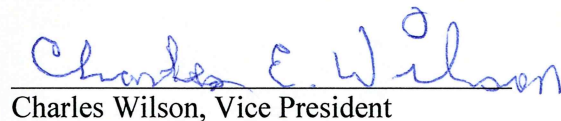
VII. The Board of Commissioners may appoint a commissioned peace officer to serve as Bailiff as may be necessary at all Regular, Special, and Emergency Meeting of the Board.

VIII. At the discretion of the Board of Commissioners, town meetings and public hearings may be conducted. The above Rules of Procedure, Conduct and Decorum shall apply to any such meetings. Supplemental rules may be adopted at the discretion of the Board of Commissioners in order to conduct such meetings in an orderly, efficient, and proper manner.

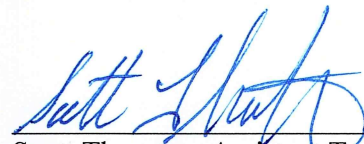
IX. These Rules of Procedure, Conduct, and Decorum at Meetings of the Smith County Emergency Services District 2 shall be effective immediately upon adoption by the Board of Commissioners and shall remain in full force and effect until amended or repealed by a majority vote of the Board of Commissioners.

APPROVED ON THIS THE 22ND DAY OF APRIL, 2024.


Johnny Brown, President


Charles Wilson, Vice President

Brent Dominy, Secretary & Treasurer



Scott Thornton, Assistant Treasurer

Bradley Edwards, Commissioner

ATTEST:



John M. Hardy, Legal Counsel