



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

The Lubbock County Commissioners Court ("Court") adopts the following rules of decorum to govern regular and special meetings of the Court. The intent of these rules is to ensure the safety of the public, the staff, and members of the Court, and to maximize citizen participation, efficiently receive public input, and maintain respectful decorum during each meeting. The following guiding principles have been the foundation of the formation of these rules:

- The Court must act as a body.
 - The Court should proceed in the most efficient manner possible.
 - The Court must act by a majority.
 - Every member of the Court must have an equal opportunity to participate in decision-making.
 - The Court Rules of Procedure must be followed consistently.
 - The Court's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
 - Meetings are accomplished in the spirit of openness with the encouragement of public participation.
- I. All Regular, Special, Emergency, and Executive Session Meetings of the Court will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Texas Government Code, Chapter 551.
 - II. All Court sessions shall be conducted according to the rules of parliamentary procedure contained in *Robert's Rules of Order Newly Revised (12th Edition)*, and any subsequent editions or amendments thereto, if any, shall govern Court so long as *Robert's Rules of Order* are not inconsistent with the statutes of the State of Texas.
 - III. The Court generally meets in Regular Session in the courtroom on the fifth floor of the Lubbock County Courthouse located at 904 Broadway in Lubbock, Texas on the 2nd and 4th Mondays of every month at 10:00 a. m., except on holidays or by order of the Commissioners or the County Judge. Each meeting notice shall be approved and certified by the County Judge and posted at the Lubbock County Courthouse and on www.lubbockcounty.gov pursuant to the procedures listed in the Texas Open Meetings Act, Texas Government Code, Chapter 551.
 - IV. Apart from Executive sessions (i.e. "Closed Meetings"), all sessions of the Court are open to the public and to representatives of the media. Executive sessions of the Court are not open to the public or media and only individuals requested or ordered to attend are allowed.
 - V. For a matter or issue to appear as an agenda item on the agenda of any Regular Session of the Court, a request must be filed with the agenda clerk appointed by the Court by 12:00 p.m. (noon) on

the Friday, immediately preceding the next Regular Meeting of the Court. **Agenda requests along with any backup material must be filed with the request.**

- VI. The business of Lubbock County is conducted by and between the members of the 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 to participate. While the public is invited to attend all open meetings of the Court, participation is limited to that of observer unless a member(s) of the public is requested to address the Court on an issue(s) or unless a Public Participation Form has been completed and submitted to the County Clerk prior to Court. However, the Court may only discuss issues that are posted on the agenda. A sample of the Court Public Participation Form is attached hereto as Exhibit A and is available on the Lubbock County website at www.lubbockcounty.gov.
- A. Each member of the public who appears before the Court shall be limited to a maximum of two (2) minutes to make his/her remarks. The County Judge or Presiding Officer of the Court shall maintain the time for each speaker.
 - B. If a person is addressing the Court through a translator, the speaking time limit may be adjusted by the presiding Officer.
 - C. Speaker(s) will be called to speak by the County Judge or presiding officer.
 - D. Before addressing the Court, speakers may be asked their name, address or Commissioner precinct number, and the agenda item that they will be addressing, if any.
 - E. 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 the time allocated for all agenda items and/or a specific agenda item.
 - F. While it is the intention of the Court to provide open access to citizens of Lubbock County, attendees and members are advised that the 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 Lubbock County Commissioners Court possesses the power to issue a Contempt of Court Citation under Section 81.023 of the Texas Local Government Code. Members of the public shall conduct themselves with proper respect and decorum in speaking before the Court. Proper attire for men, women, and children is mandatory when appearing before the Court. Inappropriate attire includes, but is not limited to, items such as cutoffs, tank tops, shorts, suggestive or offensive t-shirts. Any member of the public who is not appropriately attired and/or does not conduct themselves according to these guidelines may be ordered to leave the meeting until such time as they comply with the Court's directive. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court Citation.
 - G. It is not the intention of the Court to provide a forum to publicly demean any group or individual. Neither is it the intention of the Court to allow a member of the public to insult the honesty or integrity of the Court or its members. Any 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:
 - i. revocation and/or cancellation of a speaker's time.
 - ii. removal from the Commissioners Courtroom.

- iii. a Contempt Citation; and/or
 - iv. referral of matter for other civil and/or criminal sanctions may be authorized under the Constitution and laws of the State of Texas.
- VII. The County Judge is the presiding officer of the Court and is a fully participating member thereof. As presiding officer of the Court, the County Judge is responsible for conducting all meetings. At the beginning of each Fiscal year, the Court will designate a Presiding Officer of the Court in the event of the absence of the County Judge.
- VIII. The Sheriff of Lubbock County, Texas, or a designated deputy, shall serve as the bailiff at all Regular, Special, and Emergency sessions of the Court when necessary. In the event a deputy is absent due to conflict of interest or another reason, the Court shall appoint such other commissioned peace officers to serve as bailiff as necessary. At the request of the County Judge or presiding officer, the Lubbock County Sheriff, or his designated deputy will remove any person from the courtroom who has violated the decorum of the Court.
- IX. Work sessions may be called to discuss items of special importance or complexity that require longer than usual staff presentation(s) and Court questions. The purpose of a Work session is to allow staff and others to make presentations, receive briefings on County operations and projects, and to allow questions by the Court. An agenda of the business at the work session shall be prepared and made available to the public in accordance with provisions of the Texas Open Meetings Act, Texas Government Code, Chapter 551. Members of the public are welcome to attend meetings unless posted as Closed sessions.
- X. Any member of the Court who announces a conflict of interest on a particular matter pursuant to Local Government Code, Chapter 171, who cannot vote or otherwise participate in the proceedings related to that matter, shall none the less be deemed present for the purpose of constituting a quorum.
- XI. The agenda format for a regular Court meeting may follow the approximate form as set forth below:

1. Call to Order 2. Invocation and Pledge of Allegiance 3. Public Participation and Comments 4. Public Hearing(s) 5. Approval of Minutes 6. Auditor Matters 7. Consent Agenda 8. Regular Agenda 9. Presentations	10. Awards 11. General Business 12. Grant Matters 13. Departmental Reports 14. Notices 15. Executive Session 16. Adjourn 17. Certification of Posting
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- XII. Consent Agenda
 - The consent agenda includes non-controversial and routine items that the Court may act on with one collective vote. This enables more efficient administrative meetings. Lubbock County will follow these essential use rules:

- a. All documentation associated with consent items must be provided to the Court in advance to make an informed vote on all consent agenda items.
- b. The County Judge or a Commissioner may pull any item from the consent agenda to allow the Court to discuss and/or act upon it individually as part of the regular agenda.
- c. When there are no items to be removed or if all requested items have been moved, the County Judge may accept a motion to adopt the remaining consent items on the consent agenda. It is not necessary to take an individual vote on each consent agenda item. Items on the consent agenda may include, but are not limited to:

1. Pre-approved financials per standard audit practice
2. Contract renewals, modification and terminations
3. Routine contracts/ templates
4. Change Orders
5. Out of State Travel Requests
6. Request for credit card or purchasing policy exemptions
7. Grant applications, resolutions, and supporting acceptance, except for first time grant applications and awards
8. Correspondence that requires court action
9. Program or committee report(s)
10. Board appointments
11. Right of Way
12. Utility Applications
13. Possession/Use Agreements

- d. All consent agenda items will be listed in the regular agenda under the consent agenda heading. Regular agenda items will be listed individually.
- e. At the beginning of the consent agenda, the County Judge will ask if any of the consent agenda items should be moved to the regular discussion items.
- f. All items under the consent agenda are heard and acted upon collectively unless opposition is presented, in which case the contested item will be considered, discussed, and/or acted upon separately.
- g. Once the item has been removed from the consent agenda, the County Judge may decide to take up the matter immediately or move it to a discussion item.
- h. The County Clerk must retain with the meeting minutes the full text of all resolutions and reports that were approved as part of the consent agenda and provided to the clerk for retention.

V. Members of the public and/or media may request documents provided to or utilized by the Court for the agenda. Requests for such items must be submitted in writing, in accordance with the Texas Public Information Act, Texas Government Code Chapter 552. Subsequently, any responsive records for such requests will be handled in compliance with the Texas Public Information Act. Written requests must be submitted to the agenda clerk for the Court. Forms for requests will be available with the agenda clerk.

VI. Individuals with disabilities may request a reasonable accommodation necessary to fully and equally participate in meetings. A request for accommodation should be made as far in

advance as practical. Accommodation requests are granted to any individual with a disability for whom such accommodation is reasonable and necessary under the Americans with Disabilities Act of 1990 ("ADA") or other similar local, state, and federal laws. A request will be granted unless:

- a. The requested accommodation would create an undue financial or administrative burden.
- b. The requested accommodation would fundamentally alter the nature of the meeting; or
- c. Permitting the requestor to participate in the meeting with the requested accommodation would create a direct threat to the safety or well-being of the requestor or others.

- VII. At the discretion of the Court, town meetings and public hearings may be conducted. The above rules of procedure, conduct and decorum shall apply to such meetings. Supplemental rules may be adopted as necessary and appropriate to conduct such meetings in an orderly, efficient, and proper manner.
- VIII. Members of the public are welcome to attend all public portions of Court meetings. In the event the courtroom is unable to accommodate seating for all members of the public or the safety capacity of the courtroom is reached, the Lubbock County Sheriff may close admission to the courtroom.
- IX. These Rules of Procedure, Conduct and Decorum at Meetings of the Lubbock County Commissioners Court shall be effective immediately upon adoption by the Court and shall remain in effect until amended or repealed by a majority vote of the Commissioners Court.

ADOPTED BY THE LUBBOCK COUNTY COMMISSIONERS COURT, ON THIS _____ DAY OF _____ 2025.

Curtis Parrish, County Judge

Mike Dalby, Precinct 1

Jason Corley, Precinct 2

Cary W. Shaw, Precinct 3

Jordan Rackler, Precinct 4

ATTEST:

APPROVED AS TO FORM:

Civil, District Attorney

County Clerk

DRAFT