

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

- I. All Regular, Special, Emergency, and Executive Session Meetings of the Smith County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Texas Government Code, Chapter 551.
- II. The Smith County Commissioners Court normally meets in the courtroom on the first floor of Smith County Courthouse Annex on Mondays at 9:00 a. m. Each meeting notice will be approved by the County Judge and posted at the Smith County Courthouse and on www.smith-county.com pursuant to the procedures listed in the Texas Open Meetings Act, Texas Government Code, Chapter 551.
- III. All requests for agenda items to come before the Commissioners Court must be submitted electronically to the County Judge and the Commissioners Court Administrative Assistant by 12:00 p. m. (noon) on the Tuesday prior to the next regular meeting. All necessary paperwork must also be submitted electronically at the time of the request pursuant to internal policy.
- IV. With the exception of executive sessions (*i.e.* "closed meetings"), all meetings of the Smith County Commissioners Court are open to the public and to representatives of the media. Executive sessions of the Commissioners Court are not open to the public or media and only individuals requested or ordered to attend are allowed to attend.
- V. The business of Smith County is conducted by and between the members of the Smith 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 open meetings of the Commissioners Court participation is limited to that of observer unless a member(s) of the public is requested to address the Commissioners Court on an issue(s) or unless a Public Participation Form has been completed and submitted to Administrative Assistant prior to Court. However, the Commissioners Court may only discuss issues that are properly posted on the agenda.
 - 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. The Administrative Assistant or such other designated representative of the Commissioners Court shall maintain time for each speaker.
 - B. Maximum discussion on any agenda item, regardless of the number of members of the public wishing to address the Court shall be limited to thirty (30) minutes.
 - C. In matters of exceptional interest, the Court, by majority vote suspend the time allocation.
 - D. While it is the intention of the Court to provide open access to citizens of Smith County. Members are advised that the Court is a Constitutional

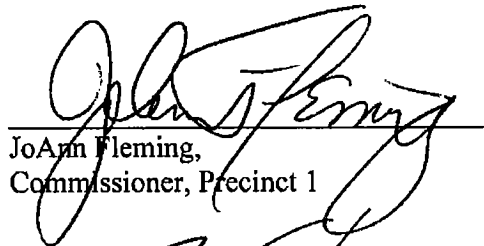
Court with both judicial and legislative powers, created under Article V, Section 1, and Section 18 of the Texas Constitution. As a Constitutional Court, the Smith County Commissioners Court possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Any member of the public shall conduct themselves with proper respect in speaking before the Court. Proper attire is mandatory when appearing before the Court. Any member of the public who does not conduct themselves according to these guidelines 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.

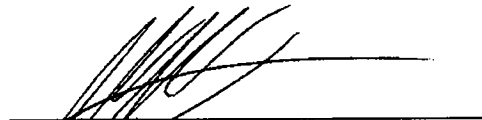
- E. The Smith County Commissioners Court is not a forum to publicly demean any group or individual. In accordance the Court will not allow a member of the public to question the integrity of the Court or its members. Any profane, insulting, or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic, or gender slurs or epithets will **not** be tolerated. Proper attire for men, women and children is mandatory. Inappropriate attire includes, but is not limited to, items such as cutoffs, tank tops, shorts, 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 ordered to leave the meeting until such time as they comply with the Court's directive. 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.
- VI. The County Judge is the presiding officer of the Smith County Commissioners Court and is a fully participating member thereof. As presiding officer of the Court, the County Judge is responsible for conducting all meetings.
- VII. The Sheriff of Smith County, Texas, or his designated deputy, shall serve as the Bailiff at all Regular, Special, and Emergency Meeting of the Court. In the event of the absence of the Sheriff or a conflict of interest the Court shall appoint such other commissioned peace officers to serve as Bailiff as may be necessary.
- VIII. At the discretion of the Commissioners 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 at the discretion of the Commissioners Court in order to conduct such meetings in an orderly, efficient, and proper manner.
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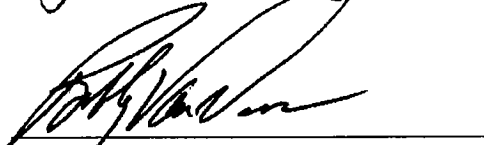
IX. These Rules of Procedure, Conduct, and Decorum at Meetings of the Smith County Commissioners Court shall be effective immediately upon adoption by the court and shall remain in full force and effect until amended or repealed by a majority vote of the Commissioners Court.

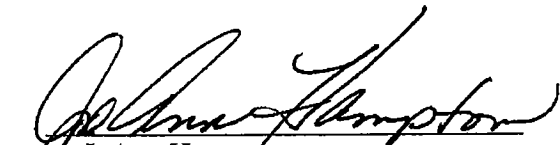
ORDERED BY THE SMITH COUNTY COMMISSIONERS on this 6th day of August, A.D. 2007.


Joel P. Baker, County Judge


JoAnn Fleming,
Commissioner, Precinct 1


William A. McGinnis
Commissioner, Precinct 2


Bobby Van Ness
Commissioner, Precinct 3


JoAnn Hampton
Commissioner, Precinct 4