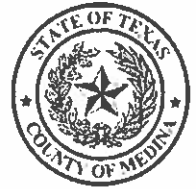


RULES OF PROCEDURE, CONDUCT AND DECORUM  
AT MEETINGS OF THE  
MEDINA COUNTY COMMISSIONERS COURT



1. All Regular, Special, Emergency and Executive Session Meeting of the Medina County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, and Government Code.
2. Regular, Special, and Emergency Meetings of the Medina 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 Sessions.
3. The Medina County Commissioners Court currently meets in Regular Session according to the schedule adopted by Commissioners Court (Exhibit A). In order for a matter or issue to appear as an item on the Agenda of any regular Meeting of the Commissioners Court, a request must be filed with and approved by at least one member of the Commissioners Court and/ or the County Judge by 12:00 p.m. (noon) on Tuesday immediately preceding the next Regular Meeting of Commissioners Court.
4. The business of Medina County is conducted by and between the members of the Medina 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 observees 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 County Clerk prior to the time the agenda item (or items) is addressed by the Court. A Public Participation Form is available in the Court's Meeting Room prior to the beginning of each meeting. A sample of the Medina County Commissioners Court Public Participation Form is attached hereto as Exhibit "B"
  - A. Each member of the public who appears before Commissioners Court shall be limited to maximum of three (3) minutes to make his/her remarks. Time for each speaker shall be maintained by the County Clerk or such other designated representative of the Commissioners Court.
  - B. Maximum discussion by the public on any agenda item, regardless of the number of members of the public wishing to address the Commissioners Court on such agenda item (or items) shall be limited to thirty (30) minutes. In the event that more than ten (10) members of the public wish to address a particular item (or items), then only the first ten (10) 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 items) and those members of the public wishing to speak against the agenda item (or items). No sharing, reserving, or transferring of minutes among speakers is allowed.
  - 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 the agenda items and/ or a specific agenda item.

D. It is the intention of the Court to provide an open access to the citizens of Medina County to address the Commissioners Court and to express themselves on issues of county government. Members of the public are reminded that the Medina 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 Medina County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Texas Local Government Code §81.023. Accordingly, all members of the public in attendance at any Regular, Special or Emergency Meeting of the Commissioners Court shall conduct themselves with proper respect and decorum in speaking to, or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Proper attire for men, women and children is mandatory. 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. Refusal to abide by the Court's order or continued disruption of the meeting may result in a Contempt of Court Citation.

E. It is not the intention of the Medina County Commissioners Court to provide a public forum for the demeaning of an 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 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 Commissioners Court or any person in the Court's presence or racial, ethnic, or gender slurs or epithets will not be tolerated. Violations of these rules may result in the following sanctions:

1. cancellation of the speaker's remaining time;
2. removal from the Commissioners Courtroom;
3. a Contempt Citation; and
4. such other civil and criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

5. The County Judge is the presiding officer of the Medina County Commissioners Court and is a fully participating member thereof. In the event of the absence of the County Judge, the designated member of the Commissioners Court (designated annually by vote of the Court) if present at the Regular, Special, Emergency meeting or Executive Session, shall serve as the Judge Pro-Tem of the Court. However, nothing shall prevent the designated member of this Commissioners Court from delegating this duty to another member of the Commissioners Court.

6. The County Judge (or 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 County Clerk must wait to be recognized before they will be allowed to address the Court.

7. Special rules for the press and media:

- A. No media personnel or equipment, including lights, camera or microphones will be located on the Commissioners Court bench nor closer than five feet 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 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 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.

8. The Sheriff of Medina County, Texas, or his designated deputy, shall serve as the bailiff at all regular, special, and emergency meetings of the Court. However, if: the Sheriff is absent; there is a conflict of interest between Sheriff, any member of the Sheriff's Department, and the Commissioners Court; or there is an executive session of the Court in which the Sheriff is not an authorized participant then the Court shall appoint another commissioned peace officer to serve as bailiff.
9. From time to time, the Commissioners Court shall conduct town meetings and public hearings. The rules of procedure, conduct and decorum shall also apply to such town meetings and public hearings; however, the Commissioners Court may adopt additional supplemental rules for town meeting or public hearing as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.
10. These Rules of Procedure, Conduct and Decorum at Meetings of the Medina 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 majority vote of the Commissioners Court.

ADOPTED BY THE UNANIMOUS VOTE OF THE MEDINA COUNTY COMMISSIONERS COURT on this the 30<sup>th</sup> day of September 2024.

  
\_\_\_\_\_  
Keith Lutz, County Judge

  
\_\_\_\_\_  
Jessica Castiglione, Commissioner, Pct. 1

  
\_\_\_\_\_  
Larry Sittre, Commissioner, Pct. 2

  
\_\_\_\_\_  
David Lynch, Commissioner, Pct. 3

  
\_\_\_\_\_  
Danny Lawler, Commissioner, Pct. 4

Attest:  
  
\_\_\_\_\_  
County Clerk



Exhibit A

Medina County Commissioners Court Meetings FY 2024/2025

Monday's at 9:00AM

2024

October 7, 2024  
October 21, 2024  
November 4, 2024  
November 18, 2024  
December 2, 2024  
December 16, 2024  
December 30, 2024

2025

January 13, 2025  
January 27, 2025  
February 10, 2025  
February 24, 2025  
March 10, 2025  
March 24, 2025  
April 7, 2025  
April 21, 2025  
May 5, 2025  
May 19, 2025  
June 2, 2025  
June 16, 2025  
June 30, 2025  
July 14, 2025  
July 28, 2025  
August 11, 2025  
August 25, 2025  
September 8, 2025  
September 22, 2025

PUBLIC PARTICIPATION FORM

NOTE: This Public Participation Form must be presented to the County Clerk prior to the time the agenda item (or items) you wish to address are discussed before the Court.

Medina 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 TELEPHONE: \_\_\_\_\_

Do you represent any particular group or organization? Yes No **(circle one)**

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? \_\_\_\_\_

In general, are you for or against such agenda item (or items)? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_