

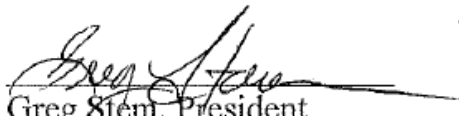



**ROBERTSON COUNTY WATER SUPPLY**

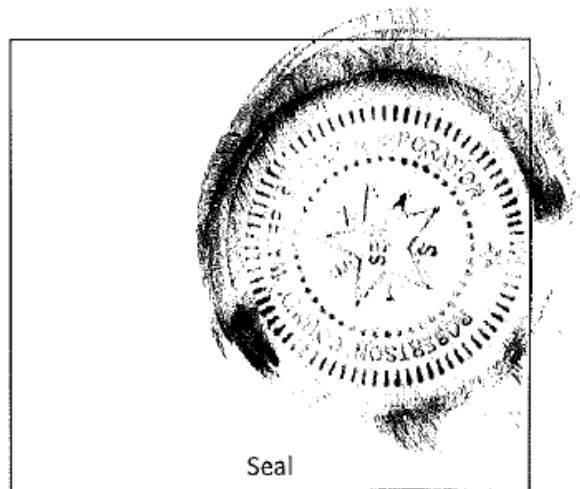
**POLICIES AND PROCEDURES FOR PUBLIC**

**COMMENT AT OPEN MEETINGS**

Adopted in accordance with Section 551.007 of the Texas Government Code by the Board of Directors, this 9<sup>th</sup> day of May, 2023.

  
Greg Stem, President

  
Robert White, Secretary-Treasurer



1. **Right of Public to Address the Board of Directors (“Board”).** Pursuant to Section 551.007, Texas Government Code, each member of the public who desires to address the Board regarding an item on the agenda for an open meeting of Robertson County Water Supply Corporation may do so in accordance with this policy. The right to address the Board applies to any member of the public.

2. **Comment Procedure.**

- a. After the presiding officer calls the meeting to order, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
- b. A public participation form will be available at the Corporation main office as well as on the Corporation website [www.rcwsc.com](http://www.rcwsc.com). To address the Board, speakers must submit a completed public participation form to the Corporation main office by 4pm the day before the scheduled meeting date.
- c. When addressing the Board, each speaker shall state their name as provided on the public participation form, as well as the specific item(s) they will be addressing. In addition to public comment on agenda items, the Board may also hear public comment on issues of general concern that are not on the agenda. If a speaker wishes to address an issue that is not on the agenda, they shall indicate on the public participation form that they wish to speak on a matter of general concern.
- d. Speakers will be called upon in the order in which their public participation form was received.
- c. The public comment period will end after names of all individuals requesting to speak have been called and have addressed the Board.

3. **Time Limit for Public Comment.**

- a. Each speaker may address the Board for not more than three (3) minutes unless the Board extends the time limit at the meeting.
- b. The official time for each speaker will be maintained and enforced by the Secretary-Treasurer or the Secretary-Treasurer’s designee.
- c. Except as provided by Section 3.d., speakers may not pool their time or give unused time to another speaker.
- d. If there are many individuals who are aligned on an issue who plan to provide the same or similar comments, the presiding officer may request that the group designate a spokesperson to speak on the group’s behalf. However, individuals may still provide additional comment if they choose to do so.
- e. If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time granted to other speakers in accordance with this policy.
- f. Time spent on any Board member questions or comments shall not be counted against a speaker’s time.

**4. Location for Public Comment.** The presiding officer shall identify the podium, table, microphone, or other location from which speakers may address the Board. Speakers may not address the Board from any other location.

**5. Decorum.**

- a. All members of the public shall always be respectful of the Board and other attendees.
- b. Speakers shall address the Board one at a time.
- c. Attendees may not interrupt a speaker or Board member when the speaker or Board member has the floor.
- d. For purposes of this section, statements made during an individual's speaking time, including criticism of any act, omission, policy, procedure, program, or service of the system, do not constitute an abuse of decorum rules.

**6. Response by Board.** The Board welcomes public input and will take note of all public comment it receives at a meeting. The Board may ask questions and engage in dialogue about public comments regarding items on the agenda. For public comments regarding items not on the agenda, the requirements of the Texas Open Meetings Act (Tex. Gov. Code Ch. 551) prevent the Board from engaging in a dialogue but allow the Board to provide statements of factual information or recite existing policy in response to an inquiry.

**Robertson County Water Supply Corporation Open Meeting**  
**Public Participation Form (Request to Speak)**

INSTRUCTIONS: Please print or write legibly to provide information in the spaces below. This Public Participation Form **must be received in the RCWSC main office by 4pm the day before the scheduled meeting date.**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DO YOU HAVE WATER SERVICE WITH RCWSC? \_\_\_\_\_ If yes, ACCOUNT # \_\_\_\_\_

DO YOU REPRESENT ANY PARTICULAR GROUP OR ORGANIZATION: \_\_\_\_\_

If yes, provide name and contact information of such group or organization \_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM OR TOPIC OF CONCERN THAT YOU WISH TO SPEAK ABOUT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For RCWSC office use only

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Date Received:

Time Received:

Call Order: