

**RULES OF PROCEDURE, CONDUCT, AND DECORUM  
FOR MEETINGS OF THE  
WALKER COUNTY COMMISSIONERS COURT**

- I. All Regular, Special, Emergency, and Executive Meetings of the Walker County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.
- II. Regular, Special, and Emergency Meetings of the Walker County Commissioners Court are open to the public and to representatives of the press and media. Closed Meetings (Executive) are not open to the public, press, or media. Only those individuals requested or ordered to be present may attend a Closed Meeting.
- III. Regular Meetings of the Commissioners Court are held on Monday of alternate weeks. The time of the Regular Meetings will be 9:00 a.m., unless otherwise posted. Special Meetings are called as necessary.
- IV. In order for a matter or issue to appear as an agenda item for a Regular or Special Meeting of Commissioners Court, a request must be filed and approved by at least one Commissioner or the County Judge. The request must be submitted by 12:00 p.m. (Noon) on the Wednesday immediately preceding the next Regular or Special Meeting of Commissioners Court.
- V. The business of Walker County is conducted by and between the members of Commissioners Court and by members of Walker County staff, elected officials, department heads, consultants, experts, and/or members of the public requested to be present to participate. While the public is invited to attend open meetings, the public's participation therein is limited to that of an observer. Each person wishing to speak at an open meeting must complete and submit a Public Participation Form to the County Judge or designated representative at least thirty (30) minutes prior to the beginning of that meeting. A sample of the Public Participation Form is attached.
  - A. Each member of the public who appears before Commissioners Court shall state his/her name for the record of the Court.
  - B. Commissioners Court will conduct a "Citizens Input" period at the beginning of the agenda for those who wish to participate regarding a specific agenda item. Each member of the public who is recognized to appear before the Court during the "Citizens Input" period shall be limited to a maximum time of up to five (5) minutes to make his/her remarks.
  - C. Commissioners Court will conduct a "Public Comment" period at the end of the agenda to allow those who wish to address the Court regarding matters pertaining to or affecting Walker County that do not appear as an agenda item. Each member of the public who is recognized to appear before the Court during the "Public Comment" period shall be limited to a maximum time of up to five (5) minutes to make his/her remarks.
  - D. Deliberations by Commissioners Court are limited to the matters listed on the posted agenda. The members of Commissioners Court may not discuss matters raised during the "Public Comment" period except as allowed by Government Code 551.042.

- E. The County Judge or such other designated representative of Commissioners Court shall maintain time for each speaker.
  - F. In matters of exceptional interest, Commissioners Court may by majority vote of the Court in attendance, either shorten or lengthen the time allocated per speaker. The vote must be taken prior to the first speaker being recognized.
  - G. It is the intention of Commissioners Court to provide open access to the citizens of Walker County to address the Court on issues pertaining to Walker County and/or County Government. Members of the public are reminded that Walker 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, Walker County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any meeting of the Commissioners Court shall conduct themselves with proper respect and decorum when speaking or participating in public discussions. Proper attire is mandatory in the Courtroom. Those members of the public who are inappropriately attired, and/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 and/or continued disruption of the meeting may result in a Contempt of Court citation.
  - H. These Rules herein do not prohibit public criticism of the Commissioners Court, including criticism of any act, omission, policy, procedure, program, or service. However, it is not the intention of Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of Commissioners Court to allow a member of the public to insult the honesty and/or integrity of the Court as a body, or any member or members of the Court, individually, or collectively. Accordingly, profanity, insulting or threatening language, racial, ethnic, or gender slurs, directed toward the Court, and/or any person in the Court's presence will not be tolerated. Such behavior may result in any or all of 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 Walker County Commissioners Court and is a fully participating member thereof. In the event of the absence of the County Judge, the senior member of Commissioners Court (total number of years as an elected representative) present at any meeting of the Court shall serve as Judge Pro-Tem. However, nothing herein shall prevent the senior member of Court from delegating this duty to another member of the Court.
- VII. The County Judge (or the designated Judge Pro-Tem of the Commissioners Court), as presiding officer of Commissioners Court, is responsible for conducting all meetings. Members of the public who have properly completed a Public Participation Form and submitted it to the County Judge must wait to be recognized before they will be allowed to address the Court.

VIII. Special Rules for the Press and Media

- A. No media or equipment including lights, cameras, or microphones will be located on the Commissioners Court bench and shall be more than five feet (5') from the front of the bench. Any exceptions must be approved by the County Judge or Judge Pro-Tem.
- B. Reporters and media technicians are required to conduct themselves and operate their equipment in such a manner as to not disrupt the Commissioners Court deliberations or the ability of the public to see, hear and participate in the proceedings.
- C. During a Commissioners Court meeting, media and/or press interviews are not allowed. Interviews may take place outside of the Courtroom in a manner that does not disturb, impede, or disrupt the proceedings of any Commissioners Court meetings.

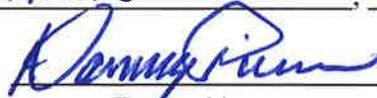
IX. The Sheriff of Walker County, Texas, or his designated deputy, shall serve as the Bailiff of Commissioners Court. In the event the Sheriff or his designee is, absent for any reason or is unable to serve, the Court shall appoint such other Commissioned Peace Officer as necessary.

X. From time to time, Commissioners Court shall conduct town meetings and public hearings. These Rules of Procedure, Conduct, and Decorum shall apply. The Commissioners Court may adopt additional and supplemental rules as may be necessary and appropriate to conduct such meetings in an orderly, efficient, and proper manner.

XI. These Rules of Procedure, Conduct, Decorum for Meetings of the Walker 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.

**ADOPTED BY WALKER COUNTY COMMISSIONERS COURT**

On this the 26<sup>th</sup> day of APRIL, 2021.



Danny Pierce  
County Judge



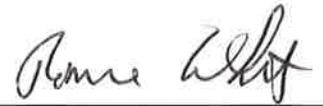
Danny Kuykendall  
Commissioner Precinct 1



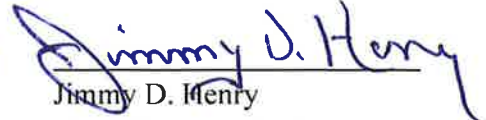
Bill Daugette  
Commissioner Precinct 3



Attest: Kari A. French  
County Clerk / Ex Officio



Ronnie White  
Commissioner Precinct 2



Jimmy D. Henry  
Commissioner Precinct 4

**WALKER COUNTY COMMISSIONERS COURT**  
**Public Participation Form**

If you would like to address the Walker County Commissioners' Court, please complete the information below and submit this form to the County Judge before the scheduled day of court on which you wish to speak.

Email to: [dpierce@co.walker.tx.us](mailto:dpierce@co.walker.tx.us) or [ejan@co.walker.tx.us](mailto:ejan@co.walker.tx.us)

Court Meeting Date

Name

Home Address

City

State / Zip

E-mail Address

Place of Employment and Phone Number

Do you represent a particular group or organization? If so, please state the name, address and phone number for the group/organization.

Which agenda item number do you wish to address?

If the item/topic is not on the agenda, please state briefly the topic to be addressed:

In general, are you for or against the item / topic you wish address?

I have received and read the Rules of Procedure, Conduct, and Decorum for Walker County Commissioners Court.

Yes

No

Signature

Date