

**RULES OF CONDUCT AND DECORUM  
AT MEETINGS OF THE  
GOFORTH SPECIAL UTILITY DISTRICT**

**General Rules and Procedures for Meetings**

- I. These Rules of Conduct and Decorum at Meetings of the Goforth Special Utility District shall be effective immediately upon adoption by the Goforth SUD Board of Directors and shall remain in full force and effect until amended or repealed by the Goforth SUD Board of Directors.
- II. All meetings of the Goforth Special Utility District ("Goforth SUD") will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Government Code.
- III. Regular, Special, and Emergency Meetings of the Goforth Special Utility District are open to the public and to representatives of the press and media. Executive Sessions of the Goforth SUD are not open to the public or the press or media and only those individuals expressly requested or ordered to be present are allowed to attend Executive Sessions.
- IV. The business of Goforth SUD at all meetings is conducted by and between the members of the Board of Directors and by the members of the Goforth SUD staff, 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 Goforth SUD (except Executive Sessions), the public's participation is limited to that of observers unless a member(s) of the public is requested to address the Goforth SUD on a particular issue(s) or a member(s) of the public requests, and is granted the right, to speak during the designated time for Public Comment, if any.
  - A. Members of the public who request, and are granted the right, to speak may address the Board of Directors only during the Public Comment period, if any, of a meeting, unless otherwise authorized by the Board of Directors.
  - B. Each member of the public who appears before the Goforth SUD Board of Directors during the designated time for Public Comment, if any, shall be limited to a maximum of three (3) minutes to make his/her remarks. Time for each speaker shall be maintained by a member of the Goforth SUD Board of Directors or by another person designated by the Goforth SUD Board of Directors. Any written materials must be given to the General Manager or his/her designee for distribution.
  - C. The designated time for Public Comment, if any, for all members of the public on all agenda items shall be limited to no more than thirty (30) minutes with speakers being designated on a first-come basis. In matters of exceptional interest, the Goforth SUD Board of Directors may, by the majority consensus of the members of the Board of Directors in attendance at the meeting, either shorten or lengthen

the time allocated for all members of the public or for an individual member of the public.

- D. Members of the public may submit written comments to the Goforth SUD Board of Directors at any time through appropriate means, including, but not limited to, electronic submission through the Goforth SUD website or by handing written comments to the General Manager or his/her designee before, after, or during a break in a meeting.

### **Rules of Conduct and Decorum**

- V. It is the intention of the Board of Directors to provide open access to the public, specifically the customers and voters of the Goforth SUD, to address the Board of Directors. However, members of the public are required to conduct themselves with proper respect and decorum in addressing the Board of Directors, in participation in public discussion before the Board of Directors, and in all conduct during a Board of Directors' meeting. Those members of the public who do not conduct themselves in an orderly and appropriate manner will be ordered by the presiding officer of the Board of Directors to leave the meeting. In addition, failure to comply with any of the below rules may result in cancellation of a speaker's remaining time, if any, a verbal warning of the behavior in violation of the rules, and/or removal from the meeting of the Goforth SUD Board of Directors. The following rules of decorum will be enforced:
  - A. Profanity, insults, threatening language; racial, ethnic, or gender slurs or epithets; and rude or threatening gestures will not be tolerated. Persons violating this rule will be asked to leave the meeting immediately.
  - B. Persons speaking will not be permitted to insult the honesty and/or integrity of the Goforth SUD Board of Directors, or any member or members of the Board of Directors or any staff member of Goforth SUD, individually or collectively.
  - C. All members of the public will wear appropriate attire;
  - D. All members of the public will, if speaking, refrain from yelling or otherwise raising their voices;
  - E. All members of the public will refrain from interrupting others who are designated to speak or from speaking outside of the designated time for them to speak;
  - F. All members of the public present will refrain from clapping, cheering, booing, or making any other noise either in favor of or in opposition to any other person's statement(s);
  - G. T-Shirts, signs, or other paraphernalia advocating for or against any position on any agenda item or which contain profane, insulting, or threatening language; racial, ethnic or gender slurs; or rude or threatening graphics or depictions are prohibited;

- H. Cell phones shall be placed on silent or turned-off during all meetings;

**Rules for Press, Media, and Video/Audio Recordings**

- VI. Members of the public, including the press or media, may utilize video and/or recording devices to record meetings of the Board of Directors. All persons wishing to record meetings shall first inform the General Manager or his/her designee. All recording devices must be operated at a location in the meeting room designated by the General Manager or his/her designee and may not be moved around the meeting room throughout the meeting for purposes of maintaining order at the meeting and avoiding interference with the ability of other members of the public to see, hear, and/or participate in the meeting. Similarly, citizens, reporters, and media technicians that utilize equipment shall be required to perform set-up and take-down of their equipment in such a manner as to not disrupt the meeting. Any such location shall not prevent or unreasonably impair the right of any person to record all or part of the meeting. In the event the Board of Directors conducts its Executive Session in the same room in which the public portion of the meeting takes place, all recording devices shall be removed or turned off during Executive Session as requested by the Board of Directors and/or the General Manager and may be returned to the room or re-activated at such time as the public portion of the meeting re-commences. In addition, the following rules will be enforced:
  - A. No media personnel or equipment, including lights, cameras, or microphones will be located at the Goforth SUD Board of Directors' table or any closer than six feet from the Goforth SUD Board of Directors' table.
  - B. Interviews shall not be conducted inside the meeting room of the Goforth SUD Board of Directors while a meeting is occurring.