

CONCHO COUNTY HOSPITAL DISTRICT POLICY & PROCEDURE STATEMENT.

Subject: Public Comment & Meeting Conduct
Level: Organization
Authorization: Board of Directors
Effective Date: November 20, 2024

POLICY:

That Concho County Hospital District (“CCHD”) will provide the public with the opportunity to express appreciation, concern, opposition, and/or support for District policy and operations.

PURPOSE:

To provide parameters and structure for the delivery of public comment and conduct in CCHD’s meetings such that any commentary provided can be delivered and received constructively and without malice or ill will.

SCOPE:

1. All Regular, Special, Emergency and Executive Session Meetings of the Concho County Hospital District Board of Directors will be called and conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Government Code.
2. Regular, Special and Emergency Meetings of the Concho County Hospital District Board of Directors are open to the public and to representatives of the press and media. Executive Sessions of the Board are not open to the public, the press or the media and only to those individuals expressly requested or ordered to be present are allowed to attend Executive Session.

PROCEDURE:

1. The business of CCHD is conducted by and between the members of the CCHD Board and by those members of the District 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 CCHD Board (except Executive Sessions) the public’s participation therein is limited to that of observers unless a member (or members) of the public is requested to address the Board 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 President of the Board prior to beginning of the meeting. A sample of the CCHD Public Participation Form is attached hereto as Exhibit “A.”
 - a. Each member of the public who appears before the Board shall be limited to a maximum of five (5) minutes to make his/her remarks. Time for each speaker shall be maintained by the Board President or such other designated representative of the Board.
 - b. Maximum discussion on any agenda item, regardless of the number of members of the public wishing to address the CCHD Board on such agenda item (or items), shall be limited to thirty (30) minutes. In the event that more than six (6) members of the public wish to

address a particular agenda item (or items), then only the first six (6) speakers will be recognized. To the extent possible, the six (6) 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).

- c. In matters of exceptional interest, the Board may, by the majority vote of the members of the Board 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 agenda items and/or a specific agenda item.
 - d. It is the intention of the Board to provide open access to the citizens of the District to address the Board and express themselves on issues under consideration by the Board. Members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Board shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Board; in participating in public discussion before the Board; and in all actions in presence of the Board. Proper attire for men, women and children is mandatory. 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 these Rules of Decorum and/or continued disruption of the meeting may result in a request by the Board for the individual(s) to be removed by law enforcement.
 - e. It is not the intention of the Concho County Hospital District Board of Directors to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Board to allow a member (or members) of the public to insult the honesty and/or integrity of the Board, as a body, or any member or members of the Board, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Board and/or any person in the Board's presence and/or racial, ethnic, or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:
 - i. Cancellation of a speaker's remaining time;
 - ii. Removal from the Board room;
 - iii. Such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.
- 2. The Board President is the presiding officer of the Board and is a fully participating member thereof. In the event of the absence of the President, another member of the Board shall serve as the Presiding officer of any meeting of the Board conducted with a quorum, but in the absence of the President, and may conduct any Regular, Special, Emergency Meeting or Executive Session.
 - 3. The President, or such designee, as presiding officer of the Board, is responsible for conducting all meetings and members of the public who have properly completed a Public Participation Form and submitted same to the Presiding officer must wait to be recognized before they will be allowed to address the Board.
 - 4. Special Rules for the Press, Media and those Engaging in such Activities:

- a. No media personnel or media equipment, including lights, cameras or microphones will be located closer than ten feet 10' in front of the Board bench or table.
 - b. Reporters and media technicians are required to structure their movements, equipment set-up and take-down and adjustments, etc. in such a manner as to not disrupt the Board deliberations or the ability of the public to see, hear, and participate in the proceedings.
 - c. Interviews by reporters, either print or electronic, shall not be conducted inside the Board meeting room during the time the Board is in session.
 - d. Media interviews which are conducted outside the Board meeting room should be conducted in such a manner that the interview does not disturb, impede or disrupt the proceedings of any Regular, Special, Emergency and/or Executive Session Meeting of the Board.
5. From time to time, the Board may conduct town meetings and public hearings. These rules of procedure, conduct and decorum shall also apply to such town meetings and public hearings; however, the Board may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.
6. These Rules of Procedure, Conduct and Decorum at Meetings of the Concho County Hospital District Board of Directors shall be effective immediately upon adoption by the Board and shall remain in full force and effect until amended or repealed by a majority vote of the Board.