



## RULES OF PROCEDURE, CONDUCT AND DECORUM AT MEETINGS OF LUBBOCK COUNTY COMMISSIONERS COURT

The following guiding principles have been the foundation of the formation of these rules:

- The Commissioners Court must act as a body
  - The Commissioners Court should proceed in the most efficient manner possible.
  - The Commissioners Court must act by a majority.
    - Every member of the Commissioners Court must have an equal opportunity to participate in decision-making.
    - The Commissioners Court Rules of Procedure must be followed consistently.
    - The Court's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
    - Meetings are accomplished in the spirit of openness with the encouragement of public participation.
- I. All Regular, Special, Emergency, and Executive Session Meetings of the Lubbock County Commissioners Court will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Texas Government Code, Chapter 551.
  - II. The County Commissioners Court, in regards to parliamentary procedure of meetings, abides by the rules of parliamentary procedure contained in *Robert's Rules of Order, Newly Revised, 11th Edition*, and any subsequent editions or amendments thereto, if any, shall govern the County Commissioners Court so long as *Robert's Rules of Order* are not inconsistent with the Statutes of the State of Texas.
  - III. The Lubbock County Commissioners Court normally meets in the courtroom on the fifth floor of Lubbock County Courthouse located at 904 Broadway in Lubbock Texas on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of every month at 10:00 a. m. Each meeting notice will be approved and certified by the County Judge and posted at the Lubbock County Courthouse and on [www.co.lubbock.tx.us](http://www.co.lubbock.tx.us) pursuant to the procedures listed in the Texas Open Meetings Act, Texas Government Code, Chapter 551. Every effort will be made by staff to ensure that the cable company televises and records every regularly scheduled Court Meeting.
  - IV. With the exception of executive sessions (i.e. "closed meetings"), all meetings of the Lubbock County Commissioners Court are open to the public and to representatives of the media. Executive sessions of the Commissioners Court are not open to the public or media and only individuals requested or ordered to attend are allowed to attend.
  - V. In order for a matter or issue to appear as an agenda item on the Agenda of any regular meeting of the Commissioners Court, a request must be filed with and approved by at least the County Judge or one Commissioner by 12:00 pm, noon on the Wednesday immediately preceding the next Regular Meeting of the Commissioners Court.
  - VI. The business of Lubbock County is conducted by and between the members of the Lubbock County Commissioners Court and by those members of the County staff, elected officials, department