

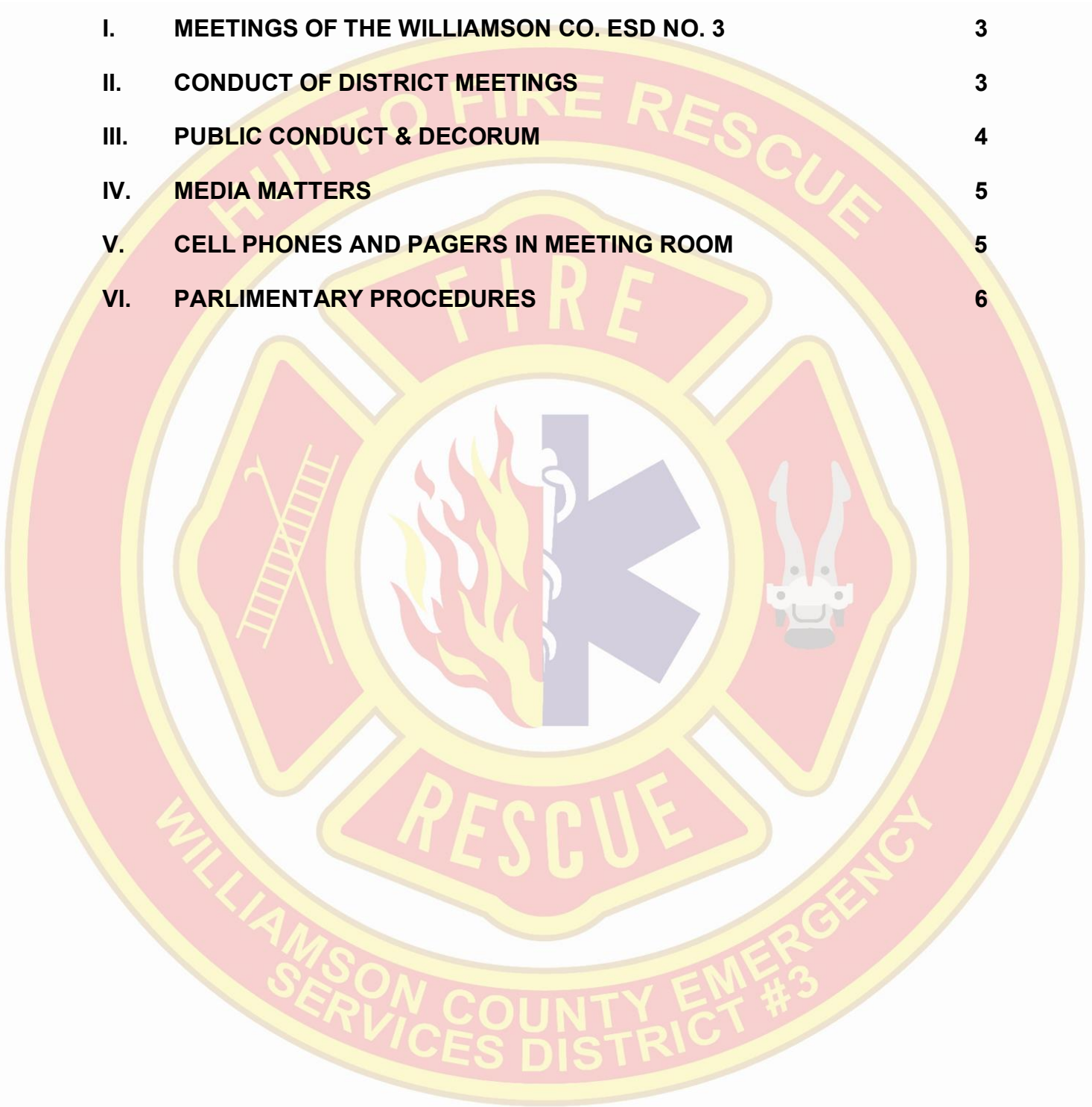
**WILLIAMSON COUNTY
EMERGENCY SERVICES
DISTRICT NO. 3**

**Rules Of
Procedure, Conduct, and Decorum
For All District Meetings**

Adopted July 24, 2025

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ARTICLE I

MEETINGS OF THE WILLIAMSON COUNTY

EMERGENCY SERVICES DISTRICT NO. 3

- 1.01. All regular, special, emergency and executive session meetings of the Williamson County Emergency Services District No. 3 (“ESD 3”) will be called and conducted in accordance with the provisions of the Texas Open Meetings Act. Chapter 551, Texas Government Code.
- 1.02. The Open Meetings Act, codified as Chapter 551 of the Texas Government Code, provides that all regular, special and emergency meetings of ESD 3 are open to the public and to representatives of the press and media. Executive sessions of the ESD 3 are not open to the public, the press, or the media. Executive sessions only allow for those individuals expressly requested or ordered to be present.

Notice of Meetings

- 1.03. The notice of a meeting (regular or special) shall be posted in accordance with Texas Government Code 551.

ARTICLE II

CONDUCT OF DISTRICT MEETINGS

- 2.01. As each agenda item is addressed for consideration before ESD 3, the President will read the agenda item.

If any Commissioner has a conflict of interest and is going to abstain from voting on an agenda item, they shall announce such intention as soon as the agenda item is called and shall refrain from making any motions or seconds and from any discussion of the item.

The President or Vice President shall conduct all meetings according to the **Parliamentary Procedures** described in **ARTICLE VI** below.

- 2.02. The President is the presiding officer of the ESD 3 Board of Commissioners (“Board”) when present and is a fully participating member of the Board.
- 2.03. The members of the Board are the five Commissioners.
- 2.04. Whenever the President is not present, the Vice President shall preside over the meeting.

- 2.05. At the first meeting after the appointment or reappointment of Commissioners, the Board shall elect the officers of the Board by majority vote.

Citizen Observation at Regular & Special Meetings

- 2.06. Other than the specific agenda item for citizen comments ESD 3 intends to provide a meeting room for the open observation of all meetings of the Board except executive sessions.
- 2.07 Meetings will be recorded and may be broadcast live. Recordings of meetings will be archived on the ESD3 website in accordance with ESD3's adopted records retention policy.

ARTICLE III

PUBLIC CONDUCT & DECORUM

- 3.01. ESD 3 does not intend to provide a public forum for the demeaning of any individual, group, employee, or member of the Board.
- 3.02. In addition, the Board does not intend to allow a speaker to insult the honesty and/or integrity of any employee, other member of the public in attendance, any member of the Board, either individually or collectively. Accordingly, profane, insulting, demeaning, 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.
- 3.03. Accordingly, all members of the public in attendance at any regular, special and/or emergency board meeting shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Board; in participating in public discussions before the Board; and in all actions in the presence of the Board.
- 3.04. Proper attire for men, women, and children is mandatory. Persons will not be allowed to enter the meeting room wearing inappropriate clothing. Those members of the public who are inappropriately attired or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting.
- 3.05. Any person in attendance at any Board meeting who attempts to disrupt the meeting or is disrupting the meeting may be removed from the meeting.
- 3.06. Extensive clapping, shouting, or other disruptive behavior will not be tolerated in the Board meeting.
- 3.07. Violation of these rules may result in the following sanctions.

- A. Cancellation of a speaker's remaining time;

- B. Removal from the meeting room; or
- C. Such other civil and/or criminal sanctions as may be authorized under the Constitution, statutes, and codes of the State of Texas.

ARTICLE IV

MEDIA MATTERS

- 4.01 Media rules for the press, media personnel, and citizens who want to use video or audio equipment to record Board meetings shall:
- A. be at least five feet away from the Commissioners or the Commissioner's table.
 - B. remove all video or audio equipment, lights, cameras or microphones from the meeting room during any executive session and at the close of the Board's meeting.
 - C. structure their movements, equipment set-up and take-down and adjustments, etc., in such a manner as to not disrupt the Board's deliberations or the ability of the public to see, hear, and participate in the preceding.
 - D. not conduct interviews inside the meeting room during the time the meeting is in session.
 - E. conduct interviews outside the meeting room in such a manner that the interview does not disturb, impede, or disrupt the proceedings of any Board meeting.

ARTICLE V

CELL PHONE & ELECTRONIC DEVICES IN MEETING ROOM

- 5.01. All cell phones and electronic devices shall be placed on vibrate, silent or turned off prior to entering the meeting room.

ARTICLE VI

PARLIAMENTARY PROCEDURES

Agenda Order

- 6.01. Agenda Order – The President or presiding officer may take agenda items out of order to accommodate agenda speakers and requests from the Board.

Recess

- 6.02. Recess – The President or presiding officer may recess the meeting for up to two hours without a motion or vote. For the Board to recess for longer than two hours a “motion to recess until a specific time” is required along with a “second”. This motion may be debated before a vote is called. The maximum extension of any recess shall only be until a specific time the very, next day.
- 6.03. This recess order or motion would normally be acceptable only when an agenda item is not being addressed.

Primary Motions

- 6.04. Motions - While addressing or discussing an agenda item, any member of the Board may move that some type of action or inaction be taken by the Board, and another member of the Board shall “second” the motion before it may be debated and voted upon. While a motion is on the floor and being debated, any member of Board may make the following motions:

A. Motion to Amend – “Move that the original motion be amended” (to add new wording) and another member of the Board shall “second” the amendment before it may be debated and voted upon. The Board shall vote on the amendment first. If the amendment passes then the Board shall vote on the original motion with the amended wording. If the amendment fails, then the board shall vote on the original motion. No more than one amendment may be considered at any one time.

B. Recommend New Wording or Friendly Amendment - Recommend a change in the wording of the original motion and if the member of the Board who moved the original motion and the member of the Board who seconded the original motion agrees, then the original motion is changed or corrected. Debate and voting continues.

C. Motion to Postpone – Move to postpone any agenda item to a later point in time in the current meeting. This motion needs a “second”. This motion is not debatable; however, each member of the Board may quickly express their thoughts within a few seconds.

D. Motion to Table – Move to table to a date certain or if no date is given then the table will be indefinitely. This motion needs a second and is debatable before a vote is taken.

- E. Call the Question – Call the “question”, which means that a member of the Board is ready to vote. This statement does not require any action. It is only a readiness to vote signal.

- F. Motion to End Debate – “Move the question” is an action motion to stop debate and it does need a “second” from another member of the Board. This motion, once seconded, is not debatable. The Board shall vote immediately and if the motion passes, then debate shall cease, and the Board shall vote on the original motion or amendment. If the “move the question” motion fails, then debate may continue.

Supplemental Motions

- 6.05. Motion to Refer – “Move to refer the agenda item to staff or legal counsel” for further research, information, or review may be used often in ESD 3 meetings. This motion or amendment requires a “second” and may be debated before a vote is taken. This motion or amendment is similar to a regular action motion or amendment as described above. A successful motion to refer shall be placed on a future agenda once the research or review is completed.

- 6.06. Motion to Reconsider – This motion may be made at any time during a meeting to reconsider an agenda item already approved or disallowed earlier in the agenda.

- 6.07. Motion to Adjourn – “Move to adjourn” is a motion that may be made when an agenda item is not being addressed. This motion requires a “second” and may be debated before a vote is taken.