

PECAN GROVE MUNICIPAL UTILITY DISTRICT
POLICIES AND PROCEDURES
FOR PUBLIC COMMENT AT BOARD OF DIRECTORS
MEETINGS

Purpose

The purpose of this document is to provide guidance on public comments during the meetings of the Board of Directors (the "Board") of the Pecan Grove Municipal Utility District (the "District"). It is a goal of the District to efficiently receive comments from members of the public at Board meetings. The District has therefore adopted the following policies and procedures. The District shall fully comply with the requirements of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code, referred to as the "TOMA"); nothing in this document shall be read to lessen the requirements of the TOMA.

Open Meetings and Meeting Notices

All meetings of the Board are held in compliance with the TOMA. Occasionally, and as authorized by the TOMA, the Board may meet in non-public, executive session.

To maximize public awareness of the District's activities, the Board endeavors to meet on a regularly scheduled basis and at a regularly scheduled location. Subject to time and scheduling constraints, regular monthly meetings of the Board are scheduled at 5:30 p.m. on the last Tuesday of every month at the Pecan Grove Plantation Country Club, 3000 Plantation Drive, Richmond, Texas 77469, located in the District. Periodically, a meeting at a different time or location may be necessary.

The District posts notices of its Board meetings in compliance with TOMA. Additionally, the District shall post agenda notices of Board meetings on the District's website, www.pecangrovemud.com.

Procedures for Public Comments at Open Meetings

Board meetings are structured in a manner that best allows the Board to maintain order at a meeting to transact its business. The primary recipients of information and data presented at Board meetings are the members of the Board. The District requests that its consultants endeavor to provide a reasonable number of hand-outs for members of the public to receive at the meeting. If sufficient copies are not available at the meeting, a member of the public may request copies under the Texas Public Information Act (the "TPIA") at the meeting.

All members of the public are to remain seated during the Board meeting unless to get refreshments or leave the meeting room or requested to approach the Board for a presentation. Any person in attendance at an open meeting may record all or any part of the open meeting by means of a tape recorder, video camera, or still camera as allowed by the TOMA. Persons desiring to record the open meeting must remain in an area designated for such use by the District. All persons recording an open meeting must do so in such a manner so as not to obstruct the view of another person or in any way disturb or interfere with the orderly conduct of the meeting at any time, all in accordance with the TOMA.

Public participation in Board meetings shall be limited to a public comment period. Subject to time and scheduling constraints, the Board shall endeavor to provide a designated time for public comment at each Board meeting. The purpose of such comment period is for the Board to receive comments from members of the public; public comments should not include questions or requests for information. Any requests for information should be made separately and in writing in accordance with the TPIA. In addition, to maximize the efficiency of the public comment period, members of the public are asked to follow these rules when speaking during an open meeting:

- a. Prior to the comment period, sign up on the list provided.
- b. Keep all comments to less than 3 minutes in length.
- c. Questions or comments not addressing agenda items will be not be addressed by the Board.
- d. No person may obstruct the view of another person or in any other manner disturb or interfere with the orderly conduct of the meeting at any time. This includes talking out of turn or verbal utterances, failure to silence cell phones and/or talking on a cell phone.
- e. No member of the public may act in a loud and raucous manner calculated to disturb the meeting.
- f. Those persons who do not conduct themselves in an orderly and appropriate manner will be given a warning by the Board President. Any person who, after having been warned of his or her noncompliance, continues to conduct themselves in a disorderly or inappropriate manner will be asked to leave the meeting room and recognition to speak may be refused at subsequent meetings of the District. Any sheriff deputy or other person assigned to provide security for the District Board meeting shall assist in the removal of the person if necessary. The operation of this rule shall not be construed to preclude any person from prosecution for violation of any applicable penal law.

In addition to the rules listed above, the following state laws apply to all conduct at public meetings:

Texas Penal Code, Section 38.13 - Hindering Proceedings by Disorderly Conduct

- (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance.
- (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist.
- (c) An offense under this section is a Class A misdemeanor.

Texas Penal Code, Section 42.05 - Disrupting Meeting or Procession

- (a) A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
- (b) An offense under this section is a Class B misdemeanor.