

¹General Rules and Procedures for Meetings

I. These Rules of Conduct and Decorum at Meetings of the Forest Hill Public Library District (the "District") shall be effective immediately upon adoption by the District Board of Trustees and shall remain in full force and effect until amended or repealed by the District Board of Trustees.

II. All meetings of the District 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 District are open to the public and to representatives of the press and media. Executive Sessions of the District 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 the District at all meetings is conducted by and between the members of the Board of Trustees and by the members of the District 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 District (except Executive Sessions), the public's participation is limited to that of observers unless a member(s) of the public is allowed to address the District on a particular issue(s) by these Rules or a member(s) of the public requests, and is granted the right, to speak by the President or presiding officer of the Board.

A. Members of the public who wish to speak may address the Board of Trustees during the Public Comment period or on an Item on the agenda for an open meeting.

B. Sign-in Sheets; Order of Speakers. Each member of the public who wishes to speak at a Board meeting shall first sign in by completing the form provided by the Board, in a readable manner, and shall identify which Item or Items on which the person desires to speak. The President, or presiding officer, of the Board shall determine the order of speakers and whether speakers are to be heard during the designated time for Public Comment at the beginning of the Board meeting or during the Board's consideration of an Agenda Item.

C. Except as modified by action of the Board, a speaker shall be limited to a maximum of three (3) minutes to make his/her remarks.

1. One speaker may not be given, or donated, time by another speaker. Time for each speaker shall be maintained by a member of the District Board of Trustees or by another person
2. If the Board does not use simultaneous translation equipment, the Board will allow a member of the public who addresses the Board through a translator to be given twice the amount of time as a person who does not require a translator, or

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six (6) minutes to make his/her remarks. designated by the District Board of Directors. Any written materials must be given to the Secretary or his/her designee for distribution.

D. In matters of exceptional interest, the District Board of Trustees may, by the majority consensus of the members of the Board of Trustees 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.

E. Members of the public may submit written comments to the District Board of Trustees at any time through appropriate means, including, but not limited to, electronic submission through the District website or by handing written comments to the Secretary 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 Trustees to provide open access to the public, specifically the customers and voters of the District, to address the Board of Trustees. However, members of the public are required to conduct themselves with proper respect and decorum in addressing the Board of Trustees, in participation in public discussion before the Board of Trustees, and in all conduct during a Board of Trustees' 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 Trustees 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 District Board of Trustees.

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 District Board of Trustees, or any member or members of the Board of Trustees or any staff member of District, individually or collectively.
- C. All members of the public will refrain from moving of furniture
- D. All members of the public will wear appropriate attire;
- E. All members of the public will, if speaking, refrain from yelling or otherwise raising their voices;
- F. 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;
- G. All members of the public present will refrain from clapping, cheering, booing, or

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making any other noise either in favor of or in opposition to any other person's statement(s);³

- H. 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;
- I. 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 Secretary or his/her designee. All recording devices must be operated at a location in the meeting room designated by the Secretary 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 Trustees 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 Trustees and/or the Secretary 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 District Board of Directors' table or any closer than six feet from the District Board of Directors' table.
- B. Interviews shall not be conducted inside the meeting room of the District Board of Trustees while a meeting is occurring.

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