

## **Chapter 1. Commissioners Court Rules of Procedure**

### **1.001 Intent of Rules**

The following Rules of Procedure are adopted by the Fisher County Commissioners Court as directory rules to promote the orderly conduct of its business and to make its formal methods of operation known to citizens who have business before the Court.

### **1.02 Meeting Place and Times**

- (a) The Commissioners Court will meet in the Commissioners Court meeting room at 112 North Concho., Roby Texas.
- (b) The Commissioners Court will meet at 9:00 a.m. on the Second Monday of each month, unless special notice is given to the contrary.

### **1.03 Preparation of Court Agenda**

#### **(a) Regular Session**

- (1) Requests for items to be placed on the Court's Agenda must be received in the office of the County Judge or County Clerk (if County Judge's office is not available) by 12:00 p.m. on the Thursday before regular session.
- (2) An item to be considered by the Commissioners Court must be placed on the agenda by a member of the Court. The item must be presented to the Court member in the following manner:
  - (A) If the agenda item is a purchase of a good or service, then it will include documentation including contracts, bids or any other supporting documents that the Court may need to approve purchase;
  - (B) If the agenda item involves a budget revision, then it will include documentation for Court to review;
  - (C) If the agenda item involves a contract or needs a legal opinion to support the action proposed, then it will include documentation to reflect review and comment from the County Attorney's Office;
  - (D) Commitment that all witnesses and individuals affected by the item, as determined by the Court member, have been notified the item will be placed on the agenda; and
  - (E) With a copy of any document required to implement the item that requires signature of the Judge or all members of the court.
- (3) Requests to place items on the Court's agenda must be made on the form provided by the County Judges' Office, County Clerks' Office or from the County Website [www.fishercounty.org](http://www.fishercounty.org) with a

Commissioner Court Member approval.

- (4) Written materials to be reviewed by the Commissioners Court in Regular Session must be submitted to the County Judge's Office or County Clerk's Office in completed form at the time the item is requested to be placed on the Court's agenda with all supported documentation.
- (5) Written materials required to be submitted prior to agenda posting are reports from each department including but not limited to budget request, proposed budgets, budget amendments, line item transfers invoices, bills, invoice file list, expense accounts, statement of financial condition, Tax Collector report, Fisher County Appraisal District report, proclamations, resolutions, proposals and contracts.
- (6) Treasurer Report is to include: statement of fund balances, detailed monthly check register and detailed transaction list of monthly revenue. Exempt from the requirement of submitting prior to Court are payroll reports.
- (7) The County Judge's office will prepare and distribute the Regular Session Agenda on Thursday preceding the date of the meeting. The County Judge's office will also distribute the agenda and all backup material to the Commissioners Court by email no later than Thursday prior to the date of the Regular Session. An electronic version of the agenda will also be distributed by Thursday at 4:00 p.m.
- (8) The County Clerk's office will ensure compliance with the provisions of the Texas Open Meetings Law in posting notices of all the Court's meetings.
- (9) The Commissioners Court may group routine items without controversy together on the Court's Regular Session Agenda as "Consent Items," which items may be approved by the Court on a single motion and vote.
  - (A) Prior to consideration of the "Consent Items" the County Judge, or presiding member of the Court, will honor any request from any Court Member that an item be removed from the Consent Items and separately considered by the Court.
- (10) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda.

**1.04 General Rules**

- (a) A person who gives testimony to the Commissioners Court in Regular Session must first identify themselves by name and whom, if anyone, or entity, they represent.
- (b) All Regular Session, Public Hearings, and meetings of the Commissioners Court will be audio recorded and such recordings will be available for review by the public in the County Clerk's Office for at least two years from the date of the meeting.

- (c) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda. Original copies of such contracts or agreements for signatures must be submitted at the time they are placed on the Court's agenda.
- (d) Under the Texas Open Meetings Act, all Executive Sessions of the Commissioners Court a certified agenda will be record by the County Judge and retained for at least two years from the date of the meeting by the County Judge. Certified agendas of Executive Session may be accessed and reviewed only as provided by law.
  - (1) Cell phone usage during Commissioners Court is strictly prohibited. All cell phones, pagers and other mobile communication devices should be in "silent" mode at all times while Court is in session.
  - (2) Behavior that impedes or disrupts the business of the Commissioners Court while the Court is in session is prohibited.
- (e) Fisher County Commissioners Court Rules of Conduct and Decorum; Media and Press
  - (1) No media personnel or equipment, including lights, camera or microphones, will be located in the Commissioners Court in a manner that would obstruct the view or hearing of any attendees in the audience.
  - (2) Reporters and media technicians are required to structure their movements, equipment set-up, take-down and adjustments, etc. in such a manner as to not disrupt the Commissioners Court deliberations or the ability of the public to see, hear and participate in the proceedings.
  - (3) Media interviews will not be conducted inside the Commissioners Courtroom during the time the Court is in session. Media interviews that are conducted outside the Commissioners Courtroom will be conducted in such a manner that the interview does not disturb, impede or disrupt the proceedings of any regular, special, emergency, or Executive Session of the Court.

**1.05 Amending or Suspended Rules**

- (a) These rules may be amended by majority vote of the Commissioners Court meeting in Voting Session.
- (b) A rule may be suspended by majority vote of the Commissioners Court.

X

Ken Holt  
County Judge



X

Gordon Pippin  
Commissioner Precinct 1



X

Dexter Elrod  
Commissioner Precinct 2



X

Preston Martin  
Commissioner Precinct 3



X

Kevin Stuart  
Commissioner Precinct 4



X

ATTESTED: Pat Thomson  
County Clerk



Approved: Commissioner Court ~~September 12, 2022.~~

October 11, 2022

