

Rules of Procedure, Conduct and Decorum At Meetings of the Guadalupe County Commissioners Court

1. All Regular, Special, Emergency, and Executive Session Meetings of the Guadalupe County Commissioners Court will be called and conducted in accordance with the provisions of the Government Code, Section 551.
2. The Guadalupe County Commissioners Court meets in Regular Session at 10:00 AM on Tuesdays as set forth during the preceding year and posted on the Commissioners Court website:
3. In order for any matter or issue to appear as an agenda item on the Agenda of any meeting of the Commissioners Court the following procedures must be followed:
 - A. Complete an Agenda Item Request Form (attached as Exhibit "A") or may be obtained on the County's Intranet Page, listed under County Forms; or the direct link is:
http://intranet/Forms/Agenda_item.pdf
 - B. Any review of contracts, grants, resolutions, etc., must first be reviewed by the Office of the County Attorney **prior** to submitting to the member of Commissioners Court to be placed on the agenda.
 - C. Once the approval is provided by the attorney; you may proceed, if applicable (example: contracts, agreements, interlocals) with obtaining the signature by the other party **prior** to submitting to a member of the Commissioners Court.
 - D. Once the necessary documents are signed and returned to you, please provide the Agenda Form and all original paperwork to at least one member of the Commissioners Court or staff for approval to place on an agenda.
 - E. All approvals with the necessary signatures and back up paperwork; if applicable, are due by 12 P.M., as a deadline, on the Wednesday immediately preceding the next Meeting of the Commissioners Court; unless extenuating circumstances occur (i.e., a holiday and things need to be submitted earlier than the normal deadline time, and an email will be sent for special circumstances.)
4. The business of Guadalupe County is conducted by and between the members of the Guadalupe County Commissioners Court and by those of the County staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. When conducting business three members of the Commissioners Court will constitute a quorum except when levying a county tax. A county tax may be levied when at least four members of the court are present under Section 81.006 of the Local Government Code.
5. Regular, Special and Emergency Meetings of the Guadalupe County Commissioners court are open to the public and to representatives of the press and media. Executive Sessions of the Commissioners Court are not open to the public, the press or the media and only those individuals expressly requested or ordered to be present are allowed to attend Executive Session.
6. While the public is invited to attend all meetings of the Commissioners Court (except Executive Sessions) the public's participation therein is limited to that of observers unless a member (or members) of the public is requested to address the Commissioners Court on a particular issue (or issues) or unless the member (or members) of the public sign-in prior to the convening of the Regular Session of Commissioners Court.

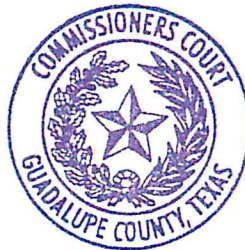
- A. Each member of the public who appears before the Commissioners Court shall address the court at the podium and shall be limited to a maximum of five (5) minutes to make his/her remarks. Time for each speaker shall be maintained by the County Clerk or such other designated representative of the Commissioners Court.
 - B. Maximum public discussion on any agenda item, regardless of the number of members of the public wishing to address the Commissioners Court on such agenda item (or items), shall be limited to thirty (30) minutes.
 - C. In matters of exceptional interest, the Court may, by the majority vote of the members of the Court in attendance at the meeting, either shorten or lengthen the time allocated for a particular member of the public, all members of the public and/or the amount of time allocated for all agenda items and/or a specific agenda item.
 - D. It is the intention of the court to provide an open access to the citizens of Guadalupe County to address the Commissioners Court and express themselves on issues of County Government. Members of the public are reminded that the Guadalupe County Commissioners Court is a Constitutional Court, with both judicial and legislative power, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional court, the Guadalupe County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Court shall conduct themselves with proper respect and decorum in speaking to and/or addressing the Court; in participating in public discussions before the Court, and in all actions in the presence of the Court. Proper attire for men, women, and children is mandatory. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide to the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court citation.
 - E. It is not the intention of the Guadalupe County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic, or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:
 1. cancellation of a speaker's remaining time;
 2. removal from the Commissioners Courtroom;
 3. a Contempt Citation; and/or
 4. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.
7. The County Judge is the presiding officer of the Guadalupe County Commissioners Court and is a fully participating member thereof. In the event of the absence of the County Judge, the senior member of the Commissioners Court (in terms of total number of years as an elected representative) present at the Regular, Special, Emergency Meeting or Executive Session, shall serve as the Judge Pro-Tem of the Court. However, nothing herein shall prevent the senior member of this Commissioners Court from delegating this duty to another member of the Commissioners Court. The county judge (or the designated Judge Pro-Tem of the Commissioners Court), as the presiding officer of the Commissioners Court is responsible for conducting all meetings and members of the public who have properly signed in to participate must wait to be recognized before they will be allowed to address the court.
8. Special Rules for the Press and Media:

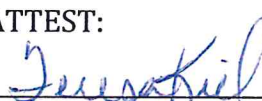
- A. Reporters and media technicians are required to structure their movements, equipment set-up and take-down and adjustments, etc. in such a manner as to not disrupt the Commissioners Court deliberations or the ability of the public to see, hear, and participate in the proceedings.
 - B. Interviews shall not be conducted inside the Commissioners Courtroom during the time the Court is in session.
 - C. Media interviews which are conducted outside the Commissioners Courtroom should be conducted in such a manner that the interview does not disturb the proceedings of any Regular, Special, Emergency and/or Executive Session Meeting of the Court.
9. The Sheriff of Guadalupe County, Texas, or his designated deputy, shall serve as the Bailiff at all Regular, Special and Emergency Meetings of the Commissioners Court. However, in the event of the absence of the Sheriff, or in the event that there exists a conflict of interest between the Sheriff, any member of the Sheriff's Department, and the Commissioners Court, or in the event of an Executive Session of the Court in which the Sheriff is not an authorized participant, then in such event, the Court shall appoint such other commissioned peace officers to serve as Bailiff as may be necessary.
10. From time to time, the Commissioners Court may conduct other meetings and public hearings. These rules of procedure, conduct and decorum shall also apply to such meetings and public hearings; however, the Commissioners Court may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.
11. These Rules of Procedure, Conduct, and Decorum at Meetings of the Guadalupe County Commissioners Court shall be effective immediately upon adoption by the Court and shall remain in full force and effect until amended or repealed by a majority vote of the Commissioners Court.

ADOPTED BY THE UNANIMOUS VOTE OF THE GUADALUPE COUNTY COMMISSIONERS COURT ON THIS 22 DAY OF JANUARY 2019.

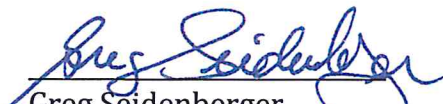


Kyle Kutscher
County Judge




ATTEST:


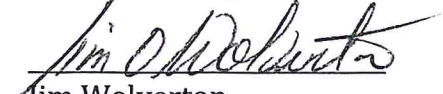
Teresa Kiel
County Clerk



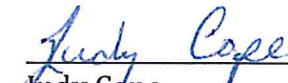
Greg Seidenberger
Commissioner, Precinct 1



Drew Engelke
Commissioner, Precinct 2



Jim Wolverton
Commissioner, Precinct 3



Judy Cope
Commissioner, Precinct 4



Guadalupe County Commissioners Court Agenda Item Request Form

Phone: Ext. 1273 [Trish] or 1312 [Doreen]

Email form to: Trish.Tumlinson@co.guadalupe.tx.us with a copy to DoreenL@co.guadalupe.tx.us

Please follow these instructions/procedures:

1. All agenda items requiring payment or funding, please contact the Auditor's office and budget for your request.
2. All grant applications must be approved by the Commissioners Court, prior to submitting the grant application. Please complete the "Guadalupe County Grant Pre-Application Form" prior requesting an Agenda Item for the Commissioners Court approval of the grant application, and attach completed and signed form to the agenda request.
3. Is this is a contract, resolution, deed, grant or agreement, or a document which requires signature?
If so, it must be approved by the Office of the County Attorney prior to being submitted to the Commissioners Court.
Office of the County Attorney reviewed by: _____ Date: _____
Approved & ready to proceed
4. Obtain signatures of the parties involved in the contract. (Original, signed documents should be turned in with this request form.)
5. Does the document require electronic approval? **Yes or No** If yes, please include that language as part of your Agenda Item Request; and will your office be sumitting electronic approval or the County Judge? **Office or Judge**
6. Do you require an original returned to you? **Yes or No** (Include as many originals as you need returned when you turn in this document.)
7. Return all original documents and this form, completed, to a member of the Commissioners Court or staff for processing. All documents must be turned in by Wednesday at noon, prior to the next court meeting.

Provide the requested type of Action for the Court's consideration:

Speaker Discussion Action Executive Session Workshop

Meeting Date Requested:

Requested By:

Who will be present in Court to provide information?:

LANGUAGE FOR THE AGENDA:

Any additional information/notes to provide (this information will not be included on the agenda):

THIS SECTION TO BE COMPLETED BY A COURT MEMBER OR STAFF

Authorized to place on agenda:

- Kutscher _____
- Seidenberger _____
- Engelke _____
- Wolverton _____
- Cope _____

Stamp Date/Time Received:

Pull & place on another date by: _____ **New date:** _____

Requested agenda item pulled by: _____

AGENDA LINK NAME:

County Attorney Approval: _____

Typed on the Agenda By: _____

Court Date: _____

Scanned: _____ **Hyperlinked:** _____

Mail, email or pick up: _____

GUADALUPE COUNTY GRANT PRE-APPLICATION FORM

(to be completed by department requesting grant)

Department:
Official/Employee Requesting Grant :
Project Title/Grant Name:
Funding Source: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Corporate <input type="checkbox"/> Other: _____
If Federal Grant, CFDA #: _____
Funding Agency:
Funding Agency Grant Program (formal name):
Grant Period: From _____ To _____
Grant Amount (amount applied for): \$ _____
Grant Application Due Date:
Grant Type: _____ Competitive (award on the basis of competitions among eligible grantees) _____ Entitlement (a set amount of money or an amount determined under a formula grant) _____ Continuation (continued funding for existing grant from funding agency) _____ Other (please explain): _____
Grant Description: <i>Below, briefly summarize the overall purpose / objective of the grant and indicate how this grant will contribute to the needs and goals of the County and your Department:</i>
Does this grant include Personnel Costs? If so, address the following items on a separate page. 1) How will the Personnel be funded at the conclusion of the grant? 2) Does the grant require the County to continue the position? If so, how long? _____ 3) Will this person have job duties, other than grant specific duties? If so, the Department must keep detailed records of 'grant' activities and non-grant activities.

Does this grant require matching funds?

If Yes: 1) Cash or In-Kind
 2) Amount: \$ _____
 3) If Cash, indicate source of matching funds: General Fund or Other _____
 4) If In-Kind, please attach narrative on how matching funds will be tracked.

Is this a pass-through grant? Yes No

If Yes: 1) Who is the receiving entity? _____
 2) What equipment or assets will be transferred to the entity? (attach list)
 3) What procedures are in place to account for assets or ensure grant compliance (attach narrative)

Is a resolution required for the this grant application? Yes No

If Yes, this must be a separate agenda item for Commissioners Court approval.

DOCUMENTS (Please attach the following)

1) Completed Grant Application
 2) Copy of Grant Assurances and Certifications
 3) Copy of the Grant Budget
 4) Listing of Equipment or Supplies to be purchased

Commissioners Court Date: _____

Department's Grant Contact: _____

DEPARTMENT CERTIFICATION

*** Your signature below indicates a full understanding of the program information provided and intent to implement the project to all program guidelines, assurances, and certifications. ***

Department Head: _____ Date: _____

GRANT APPLICATION REVIEW / APPROVAL

This Form must be reviewed and submitted to the following departments prior to being placed on the Commissioners Court for approval of the request to submit the grant application:

	Reviewed by:	Initials	Date
1. County Judge (Budget Officer)	_____	_____	_____
2. County Auditor (accounting)	_____	_____	_____
3. County Attorney (legal)	_____	_____	_____

Note: Submit this completed, and signed form, with the Agenda Request to authorize submission of grant application.