

**LNRA BOARD POLICY**  
**104 – PUBLIC ACCESS AND PUBLIC INPUT**

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**104.10 PURPOSE**

The purpose of this policy is to ensure that the public has access to the meetings and public documents of the LNRA in accordance with the Texas Open Records and Texas Open Meetings Acts. This policy also provides guidelines for communications by the public during meetings of the LNRA Board of Directors, the Board's committees, and public meetings held by the Board.

**104.20 POLICY**

**104.201 DEFINITIONS.** The following are definitions to terms used in this policy:

- Directors - the Board of Directors of the Lavaca-Navidad River Authority.
- Comments - verbal or written observations or remarks expressing an opinion or providing information.
- Person - any individual, partnership, corporation, association, governmental subdivision, or public or private organization.
- Policy - any statement of general applicability that implements, interprets or prescribes principles or objectives to be attained, or defines rules of practice.
- Board and Committee Meetings - the regular meeting of the Board is held on the third Wednesday of each calendar month. Committee meetings are usually scheduled on the Tuesday of the week prior to the regularly scheduled Board meeting. Special Board or committee meetings can be scheduled at other times as circumstances require.

**104.202 OPEN MEETINGS.** Meetings of the Board of Directors where a quorum of the Board is present are subject to the requirements of the Texas Open Meetings Act (TOMA). Meetings of the LNRA Board committees where less than a quorum of the Board is present are not subject to the requirements of TOMA. The Board may conduct a meeting by telephone conference call if a genuine emergency or public necessity exists, and it is difficult or impossible to convene a quorum of the Board at one location. A telephone conference call meeting is subject to the same public notice and posting requirements as regular meetings.

**104.203 BOARD COMMENTS.** The LNRA Board of Directors will afford all members of the public reasonable opportunity to review and submit written or oral comments on any proposed policy, existing policies or public actions of the Board. The Board will allow reasonable time for presentations and ensure that consideration is shown to all members of the public attending any public meeting of the LNRA Board or its committees.

**104.204 ACCESS.** Public access to the records of LNRA will be in compliance with the provisions of the LNRA Enabling Act, related Bylaws and the Texas Open Records Act.

## **104.30 RESPONSIBILITIES**

**104.301 ORDER OF POLICY CONSIDERATION.** Policies to be considered by the Board will first be presented as discussion items on the Administrative Committee agenda. The proposed policy will be presented as an action item for the Board's consideration the following month or at a future LNRA Board meeting. The Board, at its discretion where the public interest requires immediate adoption, may waive this procedure and consider the policy as an action item upon its first presentation to the Administrative Committee for discussion and to the Board as a whole for action.

**104.302 EXISTING POLICIES.** Existing Board policy statements subject to amendment or repeal may be considered for action by the full Board upon the initial presentation of the amendment or request for repeal.

**104.303 ORAL PRESENTATION ON AGENDA ITEMS.** Persons wishing to make oral presentations to the Board or Board committees on an agenda item, whether at committee and Board meetings or other meetings called by the Board, must notify the General Manager on or before the day of the meeting and provide the following written information:

- 1) The name and address of the person wishing to appear.
- 2) The name of the person or group, if any, the person appearing is representing.
- 3) The agenda item upon which the person wishes to speak.

**104.304 ORAL PRESENTATIONS ON OTHER ITEMS.** Persons wishing to appear before the Board to discuss issues not scheduled on the Board's agenda must notify the General Manager on or before the day of the regularly scheduled Board Meeting. The notification must include the same information as required for oral presentations on agenda items. The General Manager, after consulting with the Board President, will notify the person whether the Board will schedule that item at a future Board meeting.

**104.306 TIME ALLOCATION.** The President of the Board or the Director presiding will specify the length of time for individual comments so that any appropriate amount of time is allocated among all persons wishing to speak. The President of the Board may also specify the time period on the agenda for comments.

**EFFECTIVE:** February 19, 2003.