

UNIVERSITY MEDICAL CENTER
BOARD OF MANAGERS

DEPARTMENT POLICY AND/OR PROCEDURE

DPP # _____

TITLE:	Rules of Procedure, Conduct, and Decorum at Meetings of the Lubbock County Hospital District Board of Managers	
Sponsoring Committee / Department	Board of Managers	
Committee Approval Required:	Board of Managers	
Key Words:	Open Meetings	
Cross References:		
Date Instated: August 26, 2019	Effective Date	August 26, 2019

▪ Revised items are in **black bolded font**

APPROVED BY: Mark Funderburk
 President and Chief Executive Officer

STATEMENT OF PURPOSE:

To establish the procedures for the conduct and decorum of Open Meetings of the Lubbock County Hospital District Board of Managers (“the Board”). This policy refers to the Hospital District, including University Medical Center, as “UMC.”

TEXT:

I. Open Meetings

The Board will call and conduct all regular, special, emergency, and executive session meetings in accordance with the provisions of the Texas Open Meetings Act, Texas Government Code, Chapter 551.

II. Procedure

A. The Board generally meets in the Board Room in the Administrative Offices on the first floor of University Medical Center located at 602 Indiana Avenue, Lubbock, Texas on the 4th Monday of each month at 8:00 a.m. The location, dates, and times may vary due to schedule conflicts and holidays. UMC will post each meeting notice as required by the Open Meetings Act at the following locations:

- Lubbock County Courthouse;
- A notice board at the main entrance of University Medical Center; and
- On www.umchealthsystem.com

- B. The agenda is established by the UMC President and CEO and the Board. Any member of the Board may request that an item be placed on the agenda for a meeting. The agenda format generally follows this order:

1. Performance Improvement Oversight Committee (Executive Session under Texas Health & Safety Code §161.032)
2. Call to Order and Invocation
3. Executive Session
4. Approval of Minutes
5. Professional Staff Report
6. President's Report
7. Chief Financial Officer's Report
8. TTUHSC Report
9. Presentations, Discussion Items, and Action Items
10. Housekeeping Items
11. Adjournment

The Board may consider agenda items out of the listed order at the discretion of the Chair.

- C. The Board generally will follow the rules of parliamentary procedure contained in the current edition of *Robert's Rules of Order* to the extent they are not inconsistent with the Statutes of the State of Texas.

III. Access to Meetings

- A. Except for Executive Sessions (closed meetings), meetings of the Board are open to the public and to representatives of the media.
- B. Executive Sessions are not open to the public or media, and only individuals requested or ordered to attend may attend.
- C. The public may attend all open meetings of the Board. Participation by a member of the public is limited to observation only unless the member of the public has completed and timely submitted a Public Participation Form.
1. The Public Participation Form is available on the UMC website (www.umchealthsystem.com) and in the Administrative Office on the first floor of University Medical Center. The Administrative Office will have paper copies of the Agenda and Public Participation forms available following posting of the Agenda. A sample form is attached to this policy. A person wishing to speak on an agenda item must complete and submit the form at the Administrative Office prior to 9:00 a.m. of the meeting date. The person may present the form in person at the Administrative Office or fax the form to 806-775-8578. The Administrative Office is open Monday through Friday from 8:00am to 5:00pm, except for major holidays.

2. The Board may only discuss items that are posted on the agenda, and public comments are limited to agenda items.
 3. The Board member presiding as Chair of the Board is responsible for conducting all meetings. Members of the public who have properly completed a Public Participation form and submitted it to the Administrative Office must wait to be recognized by the Chair before addressing the Board.
 4. Each member of the public who appears before the Board shall be limited to a maximum of 3 minutes to make remarks.
 5. Maximum discussion on any agenda item, regardless of the number of members of the public wishing to address the Board, is limited to 30 minutes. In matters of exceptional interest, or to allow a speaker to respond to questions from the Board, the Chair may extend the time of the speaker or the total allocated time for the agenda item.
 6. If a group or association has multiple representatives who have registered to speak, the Chair may limit the number of speakers from the group.
 7. A member of the public shall conduct themselves with proper respect in attending the meeting and addressing the Board.
 - a. The Board meeting is not a forum to publicly demean any group or individual. The Board will not tolerate any profane, insulting, or threatening language directed toward the Board or any person or group. The Board will not tolerate any racial, ethnic, gender or other discriminatory slurs or epithets.
 - b. All cell phones, pagers, and other devices must be on silent or vibrate mode.
 - c. Members of the public who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Violation of these rules may result in cancellation of a speaker's time, removal from the Board meeting, and/or such other civil or criminal process as may be authorized under the Constitution, statutes, and codes of the State of Texas.
- D. Individuals with disabilities may request a reasonable accommodation necessary to fully and equally participate in a meeting. A request for accommodation should be made as far in advance as practical. UMC will grant accommodation requests to any individual with a disability for whom such accommodation is reasonable and necessary under the Americans with Disabilities Act of 1990 ("ADA") or other similar local, state, and federal laws. UMC will grant the request unless:
1. The requested accommodation would create an undue financial or administrative burden;

2. The requested accommodation would fundamentally alter the nature of the meeting; or
3. Permitting the requestor to participate in the meeting with the requested accommodation would create a direct threat to the safety or well-being of the requestor or others.

IV. Media and Press Access to Meetings

- A. Members of the media are encouraged to contact UMC's Director of Marketing and Corporate Communications at **806-775-8644** for information or assistance in attending a Board meeting.
- B. Reporters and media technicians are required to structure their movements and equipment set-up and take-down in such a manner as to not disrupt the Board's deliberations or the ability of the public to see, hear, and participate in the meeting.
- C. Media members shall not conduct interviews inside the Board Room during the time the meeting is in session. UMC will assist in providing a suitable location for interviews.

V. Public Hearings.

From time to time, the Board may conduct public hearings. These rules of procedure, conduct, and decorum shall also apply to public hearings. However, the Board may adopt additional and supplemental rules for a public hearing as may be necessary and appropriate to conduct the meeting or hearing in an orderly, efficient, and proper manner.

REFERENCES:

Texas Open Meetings Act, Texas Government Code, Chapter 551

**BOARD OF MANAGERS MEETING
LUBBOCK COUNTY HOSPITAL DISTRICT
PUBLIC PARTICIPATION FORM**

Meeting Date: _____

NOTE: You must present this Public Participation Form at the Administrative Office at University Medical Center prior to 9:00 a.m. of the day the Board of Managers meets to discuss the selected agenda item(s).

You must provide all information on this form. If you provide false or misleading information, you may be disqualified from speaking at this meeting and future meetings.

NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

Do you represent a group or organization? Yes No (Circle one.)

If so, please state the name, address, and telephone number of the group or organization:

Which agenda item(s) do you wish to address? _____

In general, are you for or against the agenda item(s)? _____

Signature: _____