

# Lavaca County Flood Control District No. 3

## Guest Attendance Request

1. A guest may present a request in writing to a board member of Lavaca County Flood Control, District No.3 to attend a regularly scheduled Board meeting and be placed on the Board Agenda; and/or complete the following Guest Attendance Request contrary to a written letter.
2. The guest needs to be specific on why he or she wants to address the Board, and will be limited to that inquiry in the time allowed.
3. The request must be received by the 4<sup>th</sup> Wednesday of the month to be considered for discussion and added to the agenda for the following meeting. All requests must be approved by the board. A new request is required for each agenda per meeting.

I, \_\_\_\_\_ am respectfully requesting invitation to attend a regularly scheduled board meeting for the Lavaca County Flood Control, District No. 3 on the day of \_\_\_\_\_ At this meeting, I am presenting to the board the following interests and/or information as "New Business" and/or to be placed on the agenda per the board's approval: \_\_\_\_\_

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### Guest Attendance Policy

- Meetings of the Board of Directors are open to members in good standing who wish to listen and observe proceedings only. Guests are limited to "public comment" speaking during meetings prior to the board's approved agenda. To speak freely during "New Business" guests are asked to contact the board to report their intent to attend the meeting and express their particular interests in writing which will be included on the agenda per the board's approval. Open discussion by the public is not allowed prior to approval.
- Guests are asked to respect the fact that directors have an agenda to discuss and there may not be time for new business. Guests will be introduced at the start of the meeting and asked to sit in an area apart from voting directors, allowing directors to sit together, converse and vote. Please note, that the public and/or guests may only speak during the allotted time addressed by the board. This may be based on a "first come" basis depending on the number of guests at that time. All guests must sign in to be considered.
- While guests may not introduce new topics or speak spontaneously during general business, they may be called upon under "New Business" to communicate their interests. If there are a number of guests wanting to talk, it may be necessary to set time limits for speaking.
- At times the Board may go into Executive Session (closed door), and excuse all visitors from the meeting. Guests understand that all discussions and documents are to be treated with confidentiality and the official spokesperson for the board is the chief elected officer or his or her designee.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: 19 July 2019

Please mail all requests to P.O. Box 871 Hallettsville, TX 77964