

LNRA BOARD POLICY
104 – PUBLIC ACCESS AND PUBLIC INPUT

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. In addition, this Policy establishes LNRA's process for accepting and addressing comments, questions, and/or complaints received from the public.

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 - written observations or remarks expressing an opinion or providing information.
- Complaint – written statement expressing an individual's opinion about LNRA's activities.
- 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.
- Questions - written remarks expressing an interest in LNRA's activities.
- 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. Public meeting notices and agendas will be posted at the Jackson County Courthouse, on LNRA's website (lnra.org), and the meeting location.

104.203 BOARD COMMENTS. The LNRA Board of Directors will afford all members of the public a 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 Public Information Act.

104.30 RESPONSIBILITIES

104.301 ORDER OF POLICY CONSIDERATION. Board policy and/or changes to Board policy will be presented to the whole Board. On the first reading, the proposed policy will be presented as a discussion item. 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 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 or a Board meeting, 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.

104.40 COMPLAINTS

104.401 COMPLAINT SYSTEM. The General Manager will implement a system to allow the public to submit comments, questions, and/or complaints to LNRA. LNRA will only respond to comments, questions, and/or complaints that call for a response.

104.402 WEB-BASED PROCESS. Individuals or groups desiring to submit a comment, question, and/or a complaint to LNRA may do so by accessing the Contact Us link at LNRA's website at www.lnra.org.

104.403 NON-WEB-BASED PROCESS. Individuals or groups desiring to submit comments, questions, and/or a complaint by means other than LNRA's web-based process may do so, however, non-web-based submittals must include a (the) complainant's name, address, or other means of identifying information.

104.404 ARCHIVAL PROCESS. LNRA will archive all web-based and non-web-based comments, questions, and/or complaints submitted by the public.

104.405 REPORTING. At least once annually, the General Manager will prepare a report that indicates all comments, questions, and/or complaints submitted to LNRA and include LNRA's response.

EFFECTIVE: February 19, 2003, Amended March 22, 2017, September 20, 2023, November 15, 2023