

DRAFT FOR DISCUSSION

Independent Citizens Redistricting Commission Communications Protocol

I. ICRC Commission Members At Meetings

A. Roberts Rules of Order

- 1. Rules of Order.** Communications between the Independent Citizens Redistricting Commission (ICRC) members at ICRC meetings are conducted according to Roberts Rules of Order. Roberts Rules of Order provide processes for ensuring meetings are conducted in a consistent, fair, effective, and civil manner.
- 2. ICRC Chair.** The ICRC Chair is the presiding officer who administers Roberts Rules and designates who is to speak at any given time.

B. Texas Open Meetings Act (TOMA)

- 1. Authority.** Communications between all speakers at ICRC meetings must comply with the Texas Open Meetings Act (City Charter Art 2 Sec 3(K)(1)).
- 2. Agenda.** The meeting's discussion is limited to items posted on the agenda. If either a member of the public or a member of the ICRC raises a topic that is not on the agenda, ICRC members or staff may only provide a statement of specific factual information or provide existing policy; any further discussion requires that the topic be posted on a future agenda.

C. The Public

- 1. Authority.** Communications between ICRC members and the public at ICRC meetings shall include an opportunity for public comment (City Charter Art 2 Sec 3(K)(7)).
- 2. Communications.** The public may comment either during citizen communication or on a meeting's specific agenda items. All members of the public who speak at an ICRC meeting must complete a witness card.
- 3. ICRC Chair.** Public members must wait until called by the Chair to speak. The Chair may set either the amount of time each person speaks or the total amount of time for speakers.

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II. ICRC Commission Members Outside of Meetings

A. Texas Open Meetings Act (TOMA)

- 1. Quorum.** Communications between ICRC members outside of a properly called meeting must comply with the Texas Open Meetings Act. Outside of a properly called meeting, no discussions of ICRC business may occur between a quorum (9, as set by Charter) of the ICRC.
- 2. Walking Quorum.** Outside of a properly called meeting, no discussions of ICRC business may occur between groups of ICRC members that are less than a quorum if information is shared between the small groups.

B. The Public

- 1. Authority.** Communication between ICRC members and the public outside of a properly called meeting is prohibited (City Charter Art 2 Sec 3(K)(3)).
- 2. Prohibited Communications.** Per City Charter, ICRC members may not communicate with or receive communications about redistricting matters from anyone except other ICRC members (see above II (A)), ICRC staff, legal counsel, and consultants retained by the ICRC.
- 3. Permitted Communications.** All questions regarding redistricting from the public, the media, the ICRC City staff liaison, or from individual ICRC members for the entire body are to be directed **only** to the ICRC's Administrative Assistant or the Administrative Assistant's designee. In the absence of an Administrative Assistant, all questions regarding redistricting from the public, the media, or from individual ICRC members for the entire body are to be directed **only** to the ICRC's City staff liaison or their designee.