

CERTIFICATE FOR ORDER OR RESOLUTION

THE STATE OF TEXAS §
COUNTIES OF WILLIAMSON AND TRAVIS §

The undersigned officers of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 of Williamson and Travis Counties, Texas (the “**District**”) hereby certify as follows:

The Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 convened in **regular** session on the 16th day of March 2022, at The Park at Lakeline Oaks located at 1000 Old Mill Road, Cedar Park, Texas 78613, a location within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to wit:

Catherine Franke	President
Art Medrano	Vice President
Linda Fabre	Secretary
Megan Dudo	Asst. Secretary/Treasurer
Beth Jones	Asst. Secretary/Treasurer

and all of said persons were present, except for the following absentees: NONE, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

A RESOLUTION OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; ADOPTING RULES OF ORDER AS A GUIDELINE FOR CONDUCTING BOARD MEETINGS; PROVIDING FINDINGS OF FACT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR OPEN MEETING

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order of Resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the Order or Resolution prevailed and carried by the following vote:

AYES: ALL PRESENT
NOES:

That a true, full and correct copy of the aforesaid Order or Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; and that said Order or Resolution has been duly recorded in said Board’s minutes of said meeting; that the persons named in the above and foregoing paragraph were duly chosen, qualified and acting officers and members of the Board as indicated therein, that each of the officers and members of said Board was duly and sufficiently notified officially and personally, in advance, to the holding of said meeting for such purpose; that said meeting was open to the public as required by law; that public notice of the time, place and subject of said meeting was given as required by the Texas Government Code, §551.043, as amended, and §49.063 of the Texas Water Code, as amended, and that the undersigned are the duly chosen, qualified and acting officers of the current Board of Directors.

SIGNED AND SEALED this 16th day of March 2022.

Linda Fabre
Secretary, Board of Directors

Catherine Franke
President, Board of Directors

[SEAL]

A RESOLUTION OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; ADOPTING RULES OF ORDER AS A GUIDELINE FOR CONDUCTING BOARD MEETINGS; PROVIDING FINDINGS OF FACT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR OPEN MEETING

WHEREAS, Williamson-Travis Counties Municipal Utility District No. 1 (“District”) is a political subdivision of the State of Texas, operating under Chapters 49 and 54, Texas Water Code; and

WHEREAS, the District’s Board of Directors (“Board”) holds regular public meetings, during which certain protocols and methods for governing the transactions of the Board is advisable; and

WHEREAS, nothing contained in this resolution or the subject rules of order may be construed so as to impede or in any way infringe upon any Director’s rights afforded and guaranteed under the United States Constitution and the Texas Constitution; and

WHEREAS, the Board finds that imposing and following reasonable rules governing the Board’s transaction of business will ensure that (i) all Directors are able to bring concerns to the Board for discussion; and (ii) ensure Board meetings progress in an efficient manner;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1 THAT:

Section 1. The Board finds that the above recitals are its true and accurate legislative findings of fact.

Section 2. The Board of Directors adopts the Rules of Order attached hereto as Exhibit A.

Section 3. All resolutions or portions of resolutions in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

Section 4. The Board of Directors considered this resolution during a duly noticed meeting that was open to the public, in compliance with Texas Government Code Chapter 551, the Texas Open Meetings Act.

PASSED AND APPROVED this 16th day of March, 2022.

/s/ Catherine Franke
President, Board of Directors

ATTEST:

/s/ Linda Fabre
Secretary, Board of Directors

[SEAL]

**RULES OF ORDER:
WILLIAMSON-TRAVIS COUNTIES
MUNICIPAL UTILITY DISTRICT NO. 1**

SECTION 1 - AUTHORITY

1.1 PURPOSE

The Williamson-Travis Counties Municipal Utility District No. 1 Board of Directors ("Board") believes in an open, transparent, and democratic local government. The rules established hereafter are intended to establish a uniform and orderly process for directors and citizens to be involved in their government, while encouraging and inviting their participation. They are intended to be simple and reasonable, allowing for common sense and good governance. They are not intended to restrict debate, dissent, open government, or the legislative process.

1.2 APPLICABILITY OF RULES OF ORDER; WAIVER AUTHORIZED

- a. Unless otherwise provided herein, the Rules of Order adopted herein, as amended from time to time, shall apply to the Board and all of its subcommittees.
- b. Any of the rules provided herein may be waived or suspended by a majority vote of the entire membership of the Board, when it is deemed that there is good reason to do so, based upon the particular facts and circumstances involved.
- c. Rules adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the Board, unless such failure results in the violation of an applicable State law.

SECTION 2 – MEETINGS

2.1 REGULAR MEETINGS

Regular meetings of the Board shall be held on the third Wednesday of each month. The meetings will begin at 6:30 P.M., unless the Board determines otherwise and causes an agenda to be posted indicating such other time. Meetings will be held at a location specified on the posted agenda.

2.2 SPECIAL AND EMERGENCY MEETINGS

Special meetings of the Board may be called, consistent with Chapter 551, Texas Government Code. Special meetings may be held at any location as long as such meetings are conducted in accordance with State law.

In case of an emergency or urgent public necessity which shall be expressed in the notice of meeting, an emergency meeting may be called, in accordance with the Texas Government Code, by the President or two (2) Directors, and it shall be sufficient if the notice is posted two hours before the meeting is convened. A good faith effort to notify all Directors shall be made prior to the emergency meeting.

2.3 EXECUTIVE SESSIONS (CLOSED MEETINGS)

The Board may meet in Executive Session during any regular or special meeting, or anytime otherwise authorized by State law, to consider or hear any matter which is on the meeting agenda and authorized by State law to be heard or considered in Executive Session.

2.4 PRESIDENT (PRESIDING OFFICER) AND VICE PRESIDENT

- a. **President.** The President shall preside over all meetings of the Board. The President may participate in the discussion of, and vote on, all matters coming before the Board.

The President shall have the authority to preserve order at all Board meetings, to enforce the rules of the Board and to determine the order of business, provided that, the order of business may be modified upon a majority vote of the Directors present.

- b. **Absence of the President.** The Board shall elect from among the Directors a Vice President. The Vice President shall act as President during the disability or absence of the President and in this capacity shall have the rights conferred upon the President.

- c. **Absence of President and Vice President.** In the event the President and Vice President are absent from a meeting, a simple majority of the Directors present shall appoint a Director of their choosing to serve as the temporary President.

- d. **Board Designee.** If a majority of the Board determines that it is in the best interest of the District to promote efficiency and maintain order during Board meetings, the Board may designate the attorney serving as the District's General Counsel to assume the President's role of presiding over Board meetings and all duties related thereto ("**Board Designee**"). For purposes of these Rules of Order, any reference to the President's duties and authority also includes the Board Designee, except as otherwise specified below.

2.5 ATTENDANCE BY THE PUBLIC

All Board meetings shall be open and public in accordance with Chapter 551, Texas Government Code, and Chapters 49 and 54, Texas Water Code, except for Executive Sessions as authorized by State law.

2.6 MINUTES

Minutes of Board meetings will be kept by the District's general counsel. Minutes will include final motions with votes. Efforts will be made to document the dollar amount of any expenditure authorized by the Board.

When practicable, minutes of meetings are to be submitted to the Board for approval at the next regular meeting of the Board.

2.7 AGENDA REGULATIONS

- a. The President and each Director shall have the authority to place up to two (2) items on the agenda for any regular or special meeting of the Board.
- b. Any Director who wishes to place an item on the agenda must submit the item to the District's general counsel no later than 12:00 noon on the Wednesday preceding the District's regularly scheduled meetings.
- c. The District's general counsel shall draft agenda items in a manner that (i) reflects the intent of the person requesting a particular agenda item, and, (ii) provides the general public notice of the subject matter to be discussed and/or acted upon. In the event that the District's general counsel finds a requested agenda item to be vague or otherwise unclear, the District's general counsel will consult with the Director requesting the agenda item, to ensure the item can be accurately posted, discussed and/or acted upon by the Board in compliance with Chapter 551, Texas Government Code.
- d. District consultants may request that the District's general counsel include certain items on an agenda for purposes of carrying out that consultant's duties to the District.

SECTION 3 - ORDER OF BUSINESS

3.1 GENERAL ORDER

Board meetings will be generally conducted in the following order, unless otherwise specified or decided by the President or a majority vote of the entire membership of the Board, once the meeting has been called to order. The President may adjourn any meeting into Executive Session at any time after the meeting has been called to order, subject to an applicable provision provided under Chapter 551, Texas Government Code:

1. Board convenes
2. Roll call and announcement that a quorum is or is not present, as applicable
3. Citizen comments
4. Consent Agenda, including, but not limited to, Approval of Minutes, and Approval of District Bills and Invoices.
5. Regular Agenda (including Old Business and New Business)
6. Executive Session (if applicable)
7. Scheduling of Future Agenda Items: No discussion of individual Future Agenda Items may occur during this portion of the agenda.
8. Adjournment

3.2 NUMBERING AND INDEXING OF AGENDA ITEMS

All items will be numbered consecutively for purposes of consideration on the agenda. However, the Board may take items out of order at the President's discretion or by majority vote of the Board.

3.3 CONSENT AGENDA

The Consent Agenda shall contain routine, non-controversial items that require action, but generally no deliberation.

Individual agenda items may be removed from the Consent Agenda only by a majority vote of Directors present, and shall be considered after consideration of the remaining Consent Agenda.

SECTION 4 - RULES OF CONDUCT

4.1 GENERAL PROCEDURE

- a. In addition to these Rules of Order, all applicable state laws shall govern the proceedings of the Board.
- b. Ultimate authority regarding questions of parliamentary procedure lies with a majority vote of the Board.
- c. The District's General Counsel shall serve as the Board's parliamentarian, regardless of whether she or he is serving at that time as the Board Designee.

4.2 AUTHORITY OF THE PRESIDENT

- a. The President shall be responsible for maintaining order and decorum during meetings.
- b. Subject to an appeal by the majority of the Board, the President shall have the authority to prevent the misuse of motions, the abuse of privilege, or the obstruction of the business of the Board by ruling on any such matter. In so ruling, the President shall be courteous and fair.
- c. Pursuant to Section 42.05, Texas Penal Code, a person commits an offense if, with intent to prevent or disrupt a lawful meeting, he or she obstructs or interferes with the meeting, by physical action or verbal utterance. Accordingly, the President's authority also includes causing the removal of any person who attempts to prevent or disrupt meetings of the Board.

4.3 PRESIDENT TO FACILITATE MEETINGS

In the role of facilitator, the President will guide the Board in focusing on agenda discussions and deliberations.

4.4 RULES OF DECORUM FOR BOARD MEETINGS

Board meetings shall be conducted in an orderly manner.

- a. **Directors.** Directors shall refrain from interrupting other speakers; making comments not germane to the business at hand; nor otherwise interfere with the orderly conduct of meetings.

Directors shall refrain from abusive conduct, shouting, argumentative/aggressive behavior, personal charges, or verbal attacks upon the character or motives of other Directors, District staff members or consultants, or members of the general public.

- b. **District Staff and Consultants.** District staff and Consultants shall observe the same Rules of Order as those that apply to Board.
- c. **Persons Addressing the Board.** Persons addressing the Board shall do so in an orderly manner from the location designated by the President. Any person who engages in any conduct that disrupts a meeting shall, at the discretion of the President or majority of the Board, be barred from addressing the Board and removed from the meeting.

4.5 RULES OF ENFORCEMENT OF RULES OF DECORUM

- a. The President shall request that a person who is breaching the Rules of Order cease the disruptive conduct. If, after receiving a warning from the President, a person persists in disturbing a Board meeting, the President may order the person to leave the Board meeting. If such person refuses to leave the meeting, the President shall order any law enforcement officer to remove that person from the meeting room. If no law enforcement officer is present or the disrupting person refuses to leave a meeting, the President may adjourn the meeting.
- b. A Director may only be removed from the meeting after a vote is taken of the Board as to whether the Director has violated these Rules of Order. If the vote is in favor of the Director, the Director shall be at liberty to attend the remainder of the meeting and participate accordingly.

4.6 ORDER OF SPEAKERS

The President shall control the debate and speaking order of the Board. Directors will generally be called upon by the President by seating order.

4.7 LIMIT DELIBERATIONS TO ITEM AT HAND

Board members shall limit their comments to the subject matter or motion being currently considered.

4.8 LENGTH OF COMMENTS; PREVIOUS QUESTION

- a. As a courtesy, the President or a designee will signal to a Director who has been speaking on an agenda item for three (3) minutes. Thereafter, such Director must yield the floor back to the President. This procedure is not meant to limit debate, but rather to assist Directors in their efforts to communicate concisely and to conduct the Board's work in an effective and efficient manner.
- b. A motion for "the previous question" is a procedural motion meant to end debate on the matter at hand, and to bring that matter to an immediate vote. Any Director, after obtaining the floor

to speak, may move the previous question. The motion is not debatable. If seconded and then approved by a majority vote of the Board, the President will immediately close debate and call for a separate, subsequent vote on the underlying matter at hand. Such subsequent votes on the underlying matter must receive a majority vote of the entire membership of the Board in order to prevail. If such subsequent vote fails, deliberation will resume as directed by the President.

4.9 OBTAINING THE FLOOR

- a. The President will generally introduce and lead discussion on agenda items; however, the President will allow an individual Director to introduce any agenda item that the Director requested be placed on the agenda. Such Directors will remain subject to Section 4.8 above.
- b. In order to address the Board or the public, Directors must first obtain the floor by being recognized by the President.

4.10 MOTIONS

Motions may be made by any Director, including the President, provided that before the President offers a motion, the opportunity for making a motion should be offered to other Directors. Any Director, other than the person offering the motion, may second a motion. The Board Designee may not, at any time, make motions or vote. However, he or she may provide the Board with guidance as to appropriate wording for the motion at hand.

4.11 PROCEDURES FOR MOTIONS AND DEBATE

The following is the general procedure for making motions:

- a. A Director who wishes to make a motion should do so through a verbal indication to the President.
- b. A Director who wishes to second a motion should do so through a verbal indication to the President.
- c. Once the motion has been properly made and seconded, the President shall open the matter for discussion, offering the first opportunity to the moving party and, thereafter, to any Director properly recognized by the President.
- d. Once the matter has been fully discussed and the President calls for a vote, no other discussion will be allowed on that matter.

4.12 VOTING

- a. If any Director abstains from a vote because of a legal conflict, as provided under Texas Local Government Code Chapters 171, 176, 553, or other applicable state law, he or she is not

deemed to be “voting” for purposes of determining whether there has been a “majority vote of those voting and present,” unless otherwise provided by State law.

- b. When a Director abstains or excuses him- or herself from a portion of a Board meeting because of a legal conflict of interest, the member must briefly state, on the record, the nature of the conflict and comply with any other State law requirements.
- c. Should any Director choose to abstain (including any Director momentarily or temporarily excusing themselves from any portion of the meeting without a formal recess) from voting on any question before the Board where no legal conflict of interest exists, i.e., for personal and/or non-legal reasons, the Director shall state the grounds for her or his abstention, and the Director’s vote shall be recorded as an abstention in the official minutes of the meeting. However, such abstention shall count as a vote in the negative (or a “no” vote) for purposes of determining whether a majority vote prevails on matter at hand.
- d. Unless a tie can be broken by the President, a tie vote results in a lost motion. In such an instance, any Director may offer a motion for further action.
- e. Pursuant to Section 49.053, Texas Water Code, a concurrence of a majority of the entire membership of the Board is sufficient for transacting any business of the district. However, for strictly procedural matters (including but not limited to moving the previous question), a majority vote of the Directors present will suffice. In any instance, if a vote does not lead to the required number of affirmative votes, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the decision appealed stands as previously voted.

SECTION 5 - ADDRESSING THE BOARD

5.1 CONSULTANT AND SUBCOMMITTEE REPORTS; COMMENTS ON INDIVIDUAL AGENDA ITEMS

For individual agenda items listed for consideration, consultant and subcommittee presentations shall be concise and provide factual background information on the item, and shall include a recommendation for the Board on the agenda item at hand, as applicable.

5.2 PUBLIC TESTIMONY

- a. The Board will accept public testimony during the Citizen Comments period at the beginning of each meeting, before the Board’s consideration of any agenda item. Each person addressing the Board will be limited to two (2) minutes.

- b. When a person is addressing the Board, she or he shall recognize and follow proper decorum. Any person using profanity or vulgarity may be considered to be disrupting the meeting and may be removed from the meeting accordingly.

5.3 REPETITIOUS COMMENTS PROHIBITED

Directors and members of the public may not present the same or substantially the same items or arguments to the Board repeatedly or be repetitious in presenting their oral comments.

SECTION 6 – MISCELLANEOUS

6.1 NON-EXCLUSIVE RULES

These rules are not exclusive and do not limit the inherent power and general legal authority of the Board or of its President to govern the conduct of Board meetings.

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