

## **OPERATIONAL RULES FOR THE SEP-HCP BAT**

### **Actions of the BAT**

- A quorum of 5 BAT members must be present to deliberate or take action.
- Alternates or proxies for appointed BAT members will not be recognized.
- A motion and second from the BAT is required before action is taken on an issue.
- The BAT will strive for consensus, but if there is more than one dissenting vote then the motion does not carry.
- Dissenting opinions may be submitted for the record, at the discretion of the dissenter.  
The CAC will be informed of the vote count.

### **Minutes and Records**

- The consultant team will take notes at meetings and prepare draft minutes for BAT consideration, amendment (if necessary), and approval at the subsequent meeting.
- Approved minutes will be posted on the SEP-HCP website.
- All materials will be distributed to the BAT for consideration via email or the SEP-HCP website.

### **Public Comments**

- Each BAT meeting will include an opportunity for public comment identified on the agenda.
- Individuals will be limited to 3 minutes of speaking time per meeting during each public comment period. Citizens will be asked to sign a sign-in sheet.
- At the Chairs's discretion, the public can be recognized to speak on any item under discussion during the meeting.
- The BAT will not engage in discussion during the public comment agenda item.
- The public may provide written comments to the BAT at any time via [info@sephcp.com](mailto:info@sephcp.com).

**Communications**

- Less than a quorum of BAT members may discuss SEP-HCP business outside of a posted meeting, provided that they have not been delegated decision-making authority and further provided that they are not meeting with an intent to circumvent the Open Meetings Act.
- Email to and among BAT members will only be used to disseminate information.
- Comments, suggestions, and other communications from BAT members regarding SEP-HCP business outside of a posted meeting should be sent to the BAT Chair, Bexar County SEP-HCP representative, and/or the consultant team (cc Chair).