

OPERATIONAL RULES FOR THE SEP-HCP CAC

Actions of the CAC

- A quorum of 11 CAC members must be present to deliberate or take action.
- Due to the provisions of the Texas Open Meetings Act, unappointed alternates or proxies for appointed CAC members will not be recognized.
- A motion and second from the CAC is required before action is taken on an issue.
- The CAC will follow Roberts Rules of Order (abbreviated).
- Any CAC member can call for a roll-call vote.
- The CAC will strive for consensus, but a super-majority of 65% of the CAC members present for a vote is sufficient to carry a motion.
- Dissenting opinions may be submitted for the record, at the discretion of the dissenter.
- Bexar County and the City of San Antonio will be informed of the vote count for CAC actions.

Minutes and Records

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

Public Comments

- Each CAC 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 dedicated public comment agenda items. Citizens will be asked to sign a sign-in sheet.
- The CAC will not engage in discussion during the public comment agenda item.

- At the Chairs's discretion, the public can be recognized to speak on any item under discussion during the meeting.
- The public may provide written comments to the CAC at any time via info@sephcp.com, and all comments will be posted on the web site.

Communications

- Less than a quorum of CAC 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 Texas Open Meetings Act.
- Email to and among CAC members will only be used to disseminate information.
- Written comments, suggestions, and other written communications from CAC members regarding SEP-HCP business outside of a posted meeting should be sent to the Bexar County or City of San Antonio SEP-HCP representatives, or the consultant team.