

## CERTIFICATE FOR ORDER

THE STATE OF TEXAS §

COUNTY OF HARRIS §

TRAIL OF THE LAKES MUNICIPAL UTILITY DISTRICT §

I, the undersigned Secretary of the Board of Directors (the "Board") of Trail of the Lakes Municipal Utility District (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on the 31<sup>st</sup> day of October, 2016, at the regular meeting place thereof, and the roll was called of the members of the Board, to-wit:

Virginia Elkins	President
Jeff Campbell	Vice President
Jo A. Smith	Secretary
VACANT	Assistant Secretary
Christopher T. Bush	Director

All members of the Board were present except the following: None, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting:

### ORDER ADOPTING RULES AND POLICIES FOR RECORDING PUBLIC MEETINGS

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

AYES: 4 NOES: 0

2. A true, full, and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Order has been duly recorded in said Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Order; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance of the time, place, and purpose of such meeting and that such Order would be introduced and considered for adoption at such meeting and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; such meeting was open to the public, as required by law, and public notice of the time, place and purpose of such meeting was given as required by Chapter 551, Government Code and Section 49.063, Texas Water Code, as amended.

SIGNED AND SEALED the 31<sup>st</sup> day of October, 2016.



  
Secretary, Board of Directors

**ORDER ADOPTING RULES AND POLICIES FOR  
RECORDING PUBLIC MEETINGS**

STATE OF TEXAS §

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TRAIL OF THE LAKES MUNICIPAL UTILITY DISTRICT §

WHEREAS, the Board of Directors (the "Board") of Trail of the Lakes Municipal Utility District (the "District") is committed to open government and ensuring that the public is fully informed on the actions of their elected officials; and

WHEREAS, pursuant to Section 551.023(a) of the Texas Government Code (the "Texas Open Meetings Act"), a person in attendance may record all or any part of an open meeting of a governmental body by means of a tape recorder, video camera, or other means of aural or visual reproduction; and

WHEREAS, pursuant to Section 551.023(b) of the Texas Open Meetings Act, a governmental body may adopt reasonable rules to maintain order at a public meeting, including rules relating to the location of the recording equipment and the manner in which the recording is conducted, as long as those rules do not prevent or unreasonably impair a person from exercising their right to record all or any part of an open meeting of the Board; and

WHEREAS, the Board of the District deems it necessary to establish and adopt reasonable rules and policies for recording the District's public meetings to maintain order and accommodate citizens and members of the media who wish to record the District's meetings; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT, THAT:

**SECTION 1. RULES AND POLICIES FOR RECORDING PUBLIC MEETINGS**

A. All video or tape recording of District meetings shall be performed in a manner that is not unreasonably obtrusive or disruptive of the proceedings or in violation of any federal or State law or any law or regulation governing the safety of persons or property.

B. The Board shall designate an area within the meeting room for the operation of tape recorders, video cameras and other means of audio or visual recording, which shall be located at least fifteen feet (15') from the meeting table in a corner at the opposite end of the meeting room from the Directors' seats. Operation of such video or tape recording equipment is limited to the designated recording area.

C. Video recording equipment must be, prior to the beginning of the public meeting, fixed on a tripod and, once positioned, shall not be moved or adjusted once the public meeting has begun unless the owner/operator of such equipment is exiting the meeting.

D. The video recording equipment utilized should operate silently and be set with a fixed lens that may not be adjusted or zoomed.

E. Absent prior approval from the Board, no additional artificial lighting shall be permitted.

F. The Board President, or other Director presiding at a public meeting, shall have the authority to require disruptive recording operators to 1) turn off the recording device, 2) otherwise have the recording device removed from the meeting room or if the disruption continues, 3) have the recording operator removed from the public meeting.

G. A copy of video or tape recordings of District meetings made by the recording operator shall be made available to the District and retained in the District's files in accordance with the provisions of the Texas Open Meetings Act and any other applicable statutory provisions.

SECTION 2. The District is hereby directed to implement, administer and enforce the Rules and Policies for Recording Public Meetings.

SECTION 3. This Order shall be effective immediately. The President or Vice President or the Secretary or any Assistant Secretary is authorized to do all things necessary and proper to evidence the Board's adoption of this Order and to carry out the intent hereof.

[SIGNATURE PAGE FOLLOWS]

WITNESS OUR HANDS AND THE SEAL OF THE DISTRICT this 31<sup>st</sup> day of October, 2016.

  
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President, Board of Directors

ATTEST:

  
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Secretary, Board of Directors

