

# Summary of Petition Requirements for Requesting a Change to the Designated Meeting Location for Water District Meetings

The board of directors of a water district are required to designate one or more places inside or outside the district for conducting their regular board meetings. The meeting place may be a private residence or office and must be open to the public to attend.

Once at least 50 qualified voters are residing in a district, on written request of at least five district voters, the board is required to designate a meeting place and hold meetings within the district. If a suitable meeting place cannot be found within the district, the board may designate a meeting place outside the district that is located no more than 10 miles outside of the district's boundaries.

If the district's board fails to designate a meeting place within the district or within 10 miles of the district's boundaries, five qualified voters within the district may petition the Texas Commission on Environmental Quality (TCEQ) to designate a location for regular district board meetings.

**To request a change to the designated meeting location for a water district's board meetings,** submit a petition, in the form of a letter, certifying the provisions of [Texas Water Code Section 49.062](#) have been fulfilled including the items listed below:

Name of District

Reason(s) why current meeting location deprives residents a reasonable opportunity to attend District meetings

Evidence that petitioners have gone to their District board and unsuccessfully changed the District's meeting location

Proposed new meeting location and address

Certify that there are at least 50 qualified voters residing in the District

Petition is signed by at least five qualified voters residing in the District

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

After receipt of a petition, if the TCEQ determines that the meeting place used by the district deprives the residents of a reasonable opportunity to attend district meetings, the TCEQ may designate a meeting place inside or outside the district which is reasonably available to the public and require that regular board meetings be held at this location. The TCEQ is required to make a decision on the petition not later than the 60th day after receiving a complete petition.

**The petition and this completed form should be submitted to:**

Districts Section, Bldg. F, MC - 156  
Texas Commission on Environmental Quality  
12100 Park 35 Circle  
Austin, TX 78753