

# Regional Flood Planning Public Notification Quick Reference\*

Note: Consult 31 Texas Administrative Code (TAC) Chapters 361 and 362 and Texas Open Meetings Act for details.



Public Notifications		TAC Rule	Regional Flood Planning Group (RFPG) Action														
			Regular RFPG meetings	RFPG committee, subcommittee, and subgoup meetings	Requesting funds from the Board	Amendments to the RFP scope of work or budget	Submitting established deliverables to the Board or EA including technical memorandums	Selecting RFPG members to fill voting and non-voting position vacancies	Pre-planning public meetings to obtain input on development of the next RFP	Determining flood mitigation and floodplain management goals	Approving process for identifying potential FMEs and potentially feasible FMSs and FMPs	Adoption of the final RFP	Amendments to RFPs	Changing the number of and representation make-up of RFPG membership	First meeting at which the planning group will take public input related to the RFPG's draft RFP	Subsequent meetings at which the planning group will take public input related to the RFPG's draft RFP	
<b>Meeting Notice Requirements</b>																	
<b>OPEN MEETINGS &amp; PUBLIC INFORMATION ACTS</b>	Each RFPG and any committee or subcommittee of an RFPG are subject to Chapters 551 [Open Meetings Act] and 552 [Public Information Act], Government Code.	361.21(a)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	<b>MINIMUM NOTICE</b> (calendar days)																
	7 days prior to the meeting	361.21(h)(1)	✓	✓	✓	✓	✓	✓									✓
	14 days prior to the meeting	361.21(h)(2)							✓	✓	✓	✓	✓	✓			
	30 days prior to the meeting	361.21(h)(3)														✓	
<b>CONTENT TO INCLUDE</b>	Date, time, and location of the public meeting or hearing; Summary of the proposed action to be taken; The name, telephone number, email, and address of a RFPG contact to whom questions or requests for additional information may be submitted; A statement of how and when comments will be received from the members and public.	361.21(g)(1-4)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Information on how the public may submit comments	361.21(h)(3)(E)														✓	✓
	Summary of the regional flood plan	361.21(h)(3)(D)														✓	✓
<b>ENTITIES TO NOTIFY</b>	All voting and non-voting RFPG members	361.21(f)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Any person or entity who has requested notice of RFPG activities	361.21(f)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	All adjacent RFPGs	361.21(h)(3)(C)														✓	✓
<b>WHERE TO POST</b>	On the website of the RFPG	361.21(g)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Texas Secretary of State website	361.21(g)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Other Rule Requirements</b>																	
<b>WRITTEN COMMENT PERIOD**</b> (calendar days)	14 days prior to the meeting	361.21(h)(2)							✓	✓	✓	✓	✓	✓			
	30 days prior to and 30 days following the meeting	361.21(h)(3)														✓	
<b>MEETING MATERIALS POSTING</b> (calendar days)	3 days prior to and 7 days following the meeting	361.21(h)(2)	✓	✓	✓	✓	✓	✓									✓
	7 days prior and 14 days following the meeting	361.21(h)(2)							✓	✓	✓	✓	✓	✓			
<b>DOCUMENT PROVISION</b>	The draft plan must be made available for public inspection online and a hard copy of the draft plan must be made available for public inspection in at least three publicly accessible locations within the region for at least 30 days prior to the first meeting and 30 days following the first meeting.	361.21(h)(3)(A,F)														✓	

**\*IMPORTANT NOTES**  
 All meetings of subsets of the RFPG that constitute a quorum of the RFPG must be noticed appropriately.  
 The best reference material for RFPG members to ensure that they are in compliance with notice requirements is the Texas Attorney General Office "Open Meetings Handbook 2020" available at: [https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/openmeetings\\_hb.pdf](https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/openmeetings_hb.pdf)  
 The Attorney General's Open Records Division maintains an Open Government Hotline to answer questions regarding open government laws. The Hotline can be reached at (877) 673-6839 (OPENTEX).  
 To the extent an action by the RFPG could qualify under more than one row of this matrix (for instance, a regular meeting), the stricter notice requirements should be used.  
 RFPGs may provide notice for various actions in a single notice. However, a document providing notice for multiple actions should describe all actions individually.  
 RFPGs shall also provide additional region-specific public notice, if any, in accordance with their decision under §361.11(d)(6), including provision of print notices, if applicable.  
 \*\*RFPGs must provide a means by which it will accept written public comment prior to and after all meetings. Specific timelines prescribed by rule are noted in this section.