

SECTION 4. GENERAL PROCEDURAL PROVISIONS

RULE 4.1 - COMPUTING TIME.

In computing any period of time prescribed or allowed by these rules, by order of the Board, or by any applicable statute, the day of the act, event or default from which the designated period of time begins to run, is not to be included, but the last day of the period so computed is to be included, unless it be a Saturday, Sunday or legal holiday, in which event the period runs until the end of the next day which is neither a Saturday, Sunday nor a legal holiday.

RULE 4.2 - TIME LIMIT.

Applications, requests, or other papers or documents required or permitted to be filed under these rules or by law must be received for filing at the District's office at Vancourt, Texas. The date of receipt and not the date of posting is determinative.

RULE 4.3 - MINUTES AND RECORDS OF THE DISTRICT.

All official documents, reports, records and minutes of the District are available for public inspection and copying in accordance with the Texas Open Records Act. Upon written application of any person, the District will furnish copies of its public records, subject to the Provisions of Chapter 552, Texas Government Code. Persons who are furnished copies may be assessed reproduction fees as provided in Chapter 552.

RULE 4.4 - PROCEDURES NOT OTHERWISE PROVIDED FOR.

If in connection with any hearing, the Board determines that there are no statutes or other applicable rules resolving particular procedural questions then before the Board, the Board will direct the parties to follow procedures consistent with the purpose of these Rules, and Chapters 36 and Subchapters H and I, Chapter 49 of the Texas Water Code.