



PUBLIC COMMENT POLICY

Houston First Corporation (the "Corporation") establishes this Public Comment Policy in recognition of the importance of open government, transparency and equal treatment, while ensuring operational efficiency and the orderly conduct of business at Board and Committee meetings.

Section 1. Procedural Matters

Members of the public who wish to address the Board or a Committee at a meeting must sign-up in advance and provide their name, phone number, email, and a brief description (not to exceed ten words) regarding the intended subject matter of their remarks. Sign-up for each Board and Committee meeting will open after each agenda is posted and close when the meeting is called to order. Speakers will be heard in the order in which their requests were received. The period reserved for public comment will generally occur at the beginning of the meeting; the Chair/presiding member may, however, make reasonable adjustments in the interests of time and so as to ensure the orderly conduct of the meeting, provided that public comments are heard before any agenda item is considered.

Section 2. Time Limits

Each speaker will be limited to two (2) minutes to address the Board/Committee. If, however, more than 20 members of the public have signed-up to speak, then the time to speak for each speaker will be reduced to one (1) minute. Additionally, a member of the public who addresses the Board/Committee through a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator.

Section 3. Civility and Decorum

Speakers are expected to be respectful to all persons. While criticism of the Corporation (or an act, omission, policy, procedure, program, or service of the Corporation), is permitted, disruptive behavior and personal attacks unrelated to the manner in which a person performs their duties will not be tolerated, nor will any other behavior which is impermissible by law. No signs will be permitted in the meeting room.

Section 4. Role of Board/Committee Members

Board/Committee members are (a) not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting; (b) shall not ask or respond to questions from members of the public during their allotted time to speak. However, Board/Committee members may pose questions to any speaker about their presentation, either following that speaker's presentation, or after all speakers have been heard. Any Board/Committee member may raise a point of order as to whether the subject matter to be heard and considered as presented by a member of the public is germane and relevant to any subject matter affairs or business that is to be considered by the Corporation. Unless such a point of order is raised, no general discussion about a speaker's presentation will be permitted.

Section 5. Effectiveness

This Public Comment Policy is and shall be subject to the Bylaws of the Corporation, resolutions of the Board of Directors, and applicable law, as each may be amended from time to time. Subject to the immediately preceding sentence, this policy shall be effective for all purposes as of the effective date of provided below and continue in full force and effect until amended, revoked or revised in writing.

Effective Date: 4/29/2025, 2025

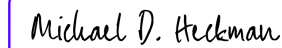
Signed by:



E660556EA5D2428...

Jay Zeidman
Chair

Signed by:



6811D70D8C4B433...

Michael Heckman
President & CEO