

## **Town Council Meeting Decorum Policy**

**All citizens are encouraged to participate in the public process.**

**The Mayor serves as the presiding officer of the Council, the Vice Mayor shall serve in the Mayor's absence.**

**Public Comment: Citizens must sign up to address Council before the public comment portion of the agenda begins. Citizens may speak on any non-agenda item relating to the Town. Citizens may speak for up to three (3) minutes unless such time has been modified by the Mayor or the Council before public comment has begun.**

**Prepared remarks should be submitted to the Town Clerk prior to the start of the meeting or at the end of their comments. Additional written or electronic material may be submitted to supplement remarks.**

**Agenda items: In an effort to accommodate all who wish to address Council at a meeting while preserving a reasonable and efficient meeting schedule, each speaker will have two (2) minutes to deliver comments. Comments will be timed by the Town Clerk.**

**Speakers and attendees will conduct themselves in a civil and respectful manner at all times. Speakers and attendees who continue to be disruptive may be removed from the Council Chambers after being warned.**

**Speakers will address the Council and not the public.**

**Questions to Council Members or Town staff may be answered following the comments of all public speakers. There will be no back and forth discussion between speakers and the Council or staff.**

**All Speakers shall state for the record their name and home address.**

**Speakers shall make an effort to speak clearly and must speak into the microphone provided.**

**Speakers will make an effort to speak succinctly.**

**Speakers will refrain from the use of individuals names. It is appropriate to refer to staff by department.**

**The public shall refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior.**

**No banners or signs will be permitted in the Council Chambers if it obscures the view of others and cannot exceed 12" x 18".**

**Exhibits, displays, and visual aids used in connection with presentations to the Council are permitted, but must be presented to the Town Clerk a minimum of thirty (30) minutes prior to the meeting.**