

Sponsor: _____ Tamara Skis _____
First Reading: __10/06/2020_____
Second Reading: __11/11/2020_____
Final Reading: __12/16/2020_____

Ordinance 20-12-16: Decorum Policy

During Council meetings, Council Members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall obey the rules of the Council. Council Members shall demonstrate respect and courtesy to one another, to Town Staff and to members of the public appearing before the Council. Council Members shall seek to phrase and communicate all writings, publications, and speeches in a professional and constructive manner.

Council Members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each Member's position during his/her term of office and not only during an election campaign.

Members of the Council will not condone any unethical or illegal activity from any Council Member or members of the Staff. All members of the Council agree to uphold the intent of this policy and to govern their actions accordingly.

Presidential Responsibilities:

- 1) The President shall serve as the Chair of all meetings. The Vice President shall preside in the absence of the President.
- 2) The President shall have a voice in all matters before the Council.
- 3) The Chair is responsible for preserving order and decorum and shall keep the meetings orderly by recognizing each Member for discussion, limiting speaking items, encouraging debate among Members, and keeping discussion limited to the agenda item being considered.
- 4) The President is the official spokesperson for the Council on all matters unless absent, at which time the Vice President or appropriate designee will assume the role. The views presented by the President, or the Vice President in his/her absence, should provide equitable representation of all Council Members.
- 5) The Chair will encourage all Council Members to participate in Council discussion and give each Member an opportunity to speak before any Member can speak again on the same subject.
- 6) The President is responsible for ensuring that an orientation of all Council Members is conducted following an election. The orientation shall include Council procedures, staff and media relations, current agenda items, municipal leadership training programs, and legal issues governing the behavior of elected officials, etc.

Council Responsibilities:

- 1) Each Council Member is responsible for being prepared to discuss the agenda.

- 2) It is the responsibility of Council Members to be informed about action taken by the Council in their absence. In the case of an absence from a work session, the Council Member is responsible for obtaining this information from the Town Hall prior to the Council meeting during which said item is to be voted upon.
- 3) When addressing an agenda item, the Council Member shall first be recognized by the Chair, confine comments to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Council Member or Staff Member during debate or vote.
- 4) When a Council Member is appointed to serve as a liaison to a board, committee or commission, the Council Member is responsible for keeping all Council Members informed of significant activities of that board, committee, or commission. The appointed Council Member should report the actions of the board, committee, or commission during a work session of the Town Council.
- 5) A member of the Council who wishes to be recognized shall request to speak but shall not proceed with remarks until recognized and named by the Chair of the Meeting. Remarks shall be confined to the question before the Council.
- 6) While a member of the Council is speaking, other members shall not hold private discourse or in any manner interrupt the speaker. In all discussions, disrespectful language and behavior shall be avoided.
- 7) Every member of the Council who shall be present at a meeting, when a vote is called for by the Chair shall vote thereon, unless they have recused themselves due to a conflict of interest. A conflict arises when a Town Council Member, a relative of that Member, or an entity in which a Town Council Member has a substantial interest is actively engaged in an activity that involves the Town's decision-making processes. "Decision-making processes" is broader than just voting and includes being involved with any aspect of any decisions the Town makes.
- 8) A Council Member may not represent any third party before any Town board or commission.
- 9) All personal communication devices should be placed in a silent mode during any Town Council meetings. Personal communication devices shall not be used for communicating Town related business during all Town Council meetings. This also extends to personal listening devices (e.g. headphone, earbuds, etc.) which should not be used while Council is in session.

Citizens' participation:

- 1) The following rules shall be in force for persons in attendance at all meetings of Council:
- 2) Persons wishing to bring a topic that is not already on the agenda for a meeting must wait for the Recognition of Visitor's portion of the regular town meetings.
- 3) Persons may not engage in discussions with the Council during Council deliberations unless specifically asked a question by a Council Member. Persons who have been asked a question by a Council Member must be recognized by the Chair before being allowed to speak. The Chair may end

any question-and-answer session between Council Members and a member of the public in order to facilitate the order of business.

- 4) Persons may present printed material to be included in the Council agenda packets one week prior to a meeting. Persons may present printed material to the Town Secretary to distribute to the Council during a meeting.
- 5) Persons attending Council meetings shall remain seated or may stand in the back and come and go so long as it does not disrupt the meeting. Persons in attendance shall not carry signs, placards or other items which could block the view of those behind them or be disruptive to the proceedings.
- 6) No person attending any Council meeting shall delay the proceedings or refuse to obey the orders of the presiding officer.
- 7) Disturbances, transgressions of the rules or disorderly conduct in the Council chamber may cause the transgressor to be removed from the meeting. The Chair of the meeting shall exercise control over persons who disrupt the meeting in the following ascending order of action:
 - a) Call the person to order, advising that person of the infraction.
 - b) Advise the person that the infraction must cease immediately, or the person will be ordered to leave the meeting.
 - c) Order the person to leave the meeting. If the offending person is a member of Council, the Chair shall call for a vote on the expulsion of that member from the meeting, and such vote requires a majority for adoption.
- 8) Persons are encouraged to attend Council meetings. However, the number admitted shall be limited to the fire safety capacity of the Council chamber as determined by the fire chief or designee.

Adopted 16th day of December, 2020 A.D.