

**WINDEMERE TOWNSHIP PUBLIC HEARINGS**  
**Rules of Procedure and Decorum**

**Adopted August 27, 2019**

**PURPOSE:** It is recognized that in order to enhance the concept of effective and democratic government, it is essential that Windemere Township establish rules of procedure and decorum so that a deliberative process will be observed and not disturbed.

**RULES OF DECORUM:** In order to conduct orderly and productive meetings, the following rules and guidelines have been established:

1. Please turn cell phones to silent/vibrate prior to the start of any meeting. No texting or emailing is permitted by township officers while a public meeting is in session, except in the case of a family emergency.
2. All agenda items will be presented to the township clerk a minimum of five (5) days prior to an upcoming Board meeting. Anyone requesting to be placed on the agenda will need to list a specific topic to be discussed and are only allowed to only speak about that specific agenda item topic. A three (3) minute time limit will be placed on all agenda items unless approved for more time prior to the meeting.
3. The Board agenda will be posted at the town hall and on the township website a minimum of (2) days prior to an upcoming Board meeting.
4. No audience questions will be taken after an agenda item is presented. All questions will be held until the public comment portion of the meeting.
5. Any reports, handouts, PowerPoints, etc. which are to be presented at any public meeting/hearing will be presented to the township clerk a minimum of five (5) days prior to an upcoming Board meeting.
6. All members of the public are allowed to speak during the public comment period. Each member of the public addressing the presiding Board shall fill out the public comment data sheet completely and stand at the podium, if possible, and speak into the microphone provided. Each member of the public should state who they are, or who they are representing (an organization or other persons), and the topic they will be discussing.
7. Unless further time is granted by the Chair of the presiding Board, remarks from the public shall be limited to three (3) minutes per speaker. The Board Chair will indicate when the 3-minute times has expired. Speakers are requested to respect the time limit so others may have an opportunity to speak and to cease comments immediately upon end-time. Presentations on the Board agenda and direct responses to Board questions regarding presentations on the Board agenda are not so limited. The public is encouraged to call township officers anytime between public meetings to discuss issues or concerns. Public Board meetings are for the Board members to accomplish their work and make decisions.
8. Whenever any group of persons wishes to address the presiding Board on the same subject, the Chairperson may request that a spokesperson be chosen by the group to address the presiding Board.

9. All remarks should be addressed to the presiding Board as a body, not to any one member of the presiding Board. No remarks should be addressed to members of the audience or township staff.
10. Speakers and audience shall conduct themselves in a respectful manner. Any person indulging in making impertinent, slanderous or profane remarks or gestures or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt, or disturb the orderly conduct of the meeting or public hearing, shall be called to order by the Chairperson and, if such conduct continues, may at the discretion of the Chairperson, be barred from making any additional comments and may be asked to leave the premises.
11. Audience members are encouraged to refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
12. Audience members are encouraged to refrain from private conversation during meetings.
13. Audience should come and go as necessary from meeting space in the least disruptive manner as possible.
14. No campaign placards, banners, or signs will be permitted within the presiding Board's chambers. Exhibits, displays, and visual aids used in connection with presentations to the presiding Board are permitted.

**ENFORCEMENT OF RULES:** It is the intent of the presiding Board to maintain order and enforce "Rules of Procedure and Decorum" for its meetings. Disregard of these rules will be met with the following consequences:

1. The Chairperson will identify out loud the noncompliant behavior and request for the behavior to stop.
2. The Chairperson or designee will read out loud the relevant "Rules of Procedure and Decorum."
3. If the behavior continues, the microphone provided for the speaker, if applicable, will be switched off.
4. If the behavior continues, the offending individual or party may be escorted out of the meeting chambers.

**SEVERABILITY:** If any section, subsection, sentence, clause, phrase or portion of these "Rules of Procedure and Decorum" is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.