Peninsula Metropolitan Park District

Rules of Decorum for Board Meetings

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Policy: **Rules of Decorum for Board Meetings**
(Approved by the PenMet Parks Board of Park Commissioners)

RULES OF DECORUM FOR BOARD MEETINGS

A. Decorum. Meetings of the Peninsula Metropolitan Park District Park Board shall be conducted in an orderly manner, ensuring the full opportunity for Board members, staff and the public to be heard and retaining the deliberative process of the Board at all times. The presiding officer of the Board, who is the President, the Clerk or, in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of meetings.

B. Rules of Decorum. While any meeting of the Board is in session, the following rules of order and decorum shall be observed:

1. Board Members. The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.

2. Staff Members. Employees of PenMet Parks shall observe the same rules of order and decorum as those which apply to the members of the Board.

3. Persons Addressing the Board. Public oral communications at the Board meetings is to allow citizens the opportunity to formally communicate with the Board as a whole. Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, PenMet Parks' staff or the general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

4. Members of the Audience. No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including but not limited to the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board meeting. Any person who conducts himself or herself in the aforementioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

C. Addressing the Board. A person wishing to address the Board shall be subject to the following procedures:

1. Each person shall step to the podium provided for the use of the public and shall state his or her name and address; the organization, if any, which he or she represents; and, the subject he or she wishes to discuss.

2. During the public comments portion, any subject which is not deemed relevant by the Board shall be concluded.

3. Each person shall limit his or her remarks to three minutes, unless further time is granted by the Board.

4. All remarks shall be addressed to the Board as a whole and not to any single member thereof.

5. No question may be asked of a member of the Board or of the PenMet Parks' staff without permission of the presiding officer.

D. Enforcement of Decorum. The rules of decorum set forth above shall be enforced in the following manner:

1. Warning. The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order him or her to leave the Board meeting. If such person does not remove himself or herself, the presiding officer may order any law enforcement officer who is present at the meeting to remove that person from the Board meeting room.

2. Removal. The law enforcement officer shall take such steps as necessary for the purpose of maintaining order and decorum at the Board meeting up to and including removal of any person who is disturbing the proceedings of the Board from the Board meeting room.

3. Adjournment. In the event that any Board meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Board by a majority vote may order the meeting room cleared and continue in session or may vote to adjourn the meeting and vote on the new location where it will reconvene. The order of adjournment shall be posted at the doorway of the location of the disrupted meeting, citing the new time and location for the meeting. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In such a session, final disposition may be taken only on matters appearing on the agenda.