



Guidelines for
the Conduct of
Town Council Meetings

PURPOSE

The Town Council has a significant interest in conducting its meetings in an orderly, efficient, effective and dignified manner. To that end, the Town Council hereby enacts the following guidelines for the conduct of Town Council meetings.

RUNNING THE MEETING

- a. The Chair of the Town Council, or any council member acting as Chair, shall have control of the meeting at all times.
- b. All comments or questions by members of the public, council members or staff are to be made through the Chair.
- c. There shall be a five-minute time limit per speaker, per meeting, and it shall be called Public Comment.
- d. Public Comment shall only be permitted if it is specifically listed as an agenda item for the meeting, and only at the time when it is so listed.
- e. The Chair shall have the right to stop any speaker during Public Comment who is being repetitive or confrontational, or who makes any personal, rude or slanderous remarks about anyone, or who raises any issues concerning personnel matters.
- f. Any person failing to abide by these guidelines or who is otherwise disruptive of the process in the opinion of the Chair will be asked to stop immediately, and if the behavior persists, the Chair may ask them to leave the meeting, or may have them removed.

The guidelines for running the meeting shall be read at the beginning of Public Comment by the Chair of the meeting.

Approved by TC: 7/17/2023