1. Running the Meeting
   a. The Chairman, or another Council member acting as Chairman, shall have control over the conduct of the meeting.
   b. All comments and questions from applicants, members of the public, council members and/or staff should be made through the Chair.
   c. The Chairman has discretion to stop a speaker or council member if the speaker is being repetitive or becomes confrontational.
   d. There will be a request for 5 minutes time limit per speaker, per meeting. It will be called Public Participation.
   e. The Chair reserves the right to ask any individual of the public to leave if they prove disruptive of the process.

2. Conduct of Members
   a. Council members should have themselves prepared for every meeting by making sure they have read the information provided by staff in their meeting packets.
   b. Council members should be attentive and respectful when anyone is speaking.
   c. All comments or questions by council members must be made through the chair.
   d. Cell phones should be turned off or at least silenced during the meeting. If a council member must take a phone call or a text, he should recuse himself from the room.