

CHARTER TOWNSHIP OF WATERFORD

CODE OF CONDUCT FOR TOWNSHIP BOARD MEETINGS

This Code of Conduct applies to all persons attending public meetings of the Board of Trustees (“Board”) of the Charter Township of Waterford (“Township”) and Board Committee. This policy is intended to promote open meetings without disruptions and the Board’s performance of its functions without obstruction, impairment, or hindrance, by providing for and welcoming debate of issues considered by the Board in an atmosphere of fairness, courtesy and respect for differing points of view.

1. Public Meeting Decorum

- a. Persons in the audience will refrain from behavior which disrupts a public meeting of the Board. This will include making loud noises, clapping, shouting, booing, hissing, interrupting Board members or other members of the public, or engaging in any other activity that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.
- c. Persons in the audience will silence and refrain from using mobile phones and/or pagers while the meeting is in session.
- d. Persons in the audience shall not use threatening, inappropriate, or abusive language toward members of the Board or other persons in attendance, or engage in any other conduct that disturbs, disrupts, or impedes the orderly conduct of the meeting.

2. Addressing the Board

- a. Persons wishing to address the Board on any item may do so by raising their hand when the Supervisor asks for citizen comments and waiting to be recognized.
- b. Each speaker should provide his or her name and address at the beginning of his or her remarks for the formal record. If a speaker represents an association or group, he or she should identify the entity he or she represents.
- c. Groups of attendees are encouraged to designate a single member to speak on behalf of the group.
- d. Each speaker will be given three (3) minutes to speak, subject to extension at the discretion of the Supervisor or acting Chairperson.
- e. Speakers’ comments shall be directed to the Board not to the audience.
- g. If an individual wishes to submit written comments or handouts, he or she may submit it to the Clerk, and the comments will be distributed to the Board.

3. Board Members Conduct

- a. Treat all board members with respect and courtesy
- b. Always exhibit professional behavior
- c. Maintain confidentiality of township matters when it's appropriate
- d. Promptly disclose conflicts of interest, and take immediate action when one arises
- e. Remember your fiduciary duties

4. Recording and Telecasting of Meetings

- a. All recording and telecasting devices in the meeting room shall be under the control of a person who is physically present by the device at all times.
- b. There shall be no recording or telecasting at meeting locations before the meeting is called to order, during meeting recesses, and after the meeting is adjourned.