



## **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**

- 1.1 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 a meeting.
- 1.2 Persons in the audience will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.
- 1.3 Persons in the audience will silence and refrain from using mobile phones and/or pagers while the meeting is in session.
- 1.4 Persons in the audience shall not use threatening 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**

##### **2.1 Speaking during Public Comment Periods:**

- 2.1.1 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.
- 2.1.2 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.
- 2.1.3 Groups of attendees are encouraged to designate a single member to speak on behalf of the group.
- 2.1.4 Each speaker will be given three (3) minutes to speak, subject to extension at the discretion of the Supervisor or acting Chairperson.
- 2.1.5 Speakers' comments shall be directed to the Board not to the audience.
- 2.1.6 If an individual wishes to submit written comments or handouts, he or she may submit them to the Clerk, and the comments will be distributed to the Board.
- 2.1.7 For Board of Trustees meetings, a public comment period limited to three (3) minutes per speaker and related only to agenda items will be placed on the Board agenda prior to the Consent Agenda. The public comment period limited to three (3) minutes per speaker at the end of the agenda will be for non-agenda items. A speaker may only speak one time during each public comment period unless the Supervisor grants an additional period.



## **2.2 Addressing the Board as an Agenda Item. (Not During a Public Comment Period):**

- 2.2.1 Persons wishing to address the Board outside of the two public comment periods must submit a written request to the Clerk's Office by noon, the Tuesday prior to a Board of Trustees meeting in the following week.
- 2.2.2 A request must include only one subject to be discussed, as well as a brief written summary of what will be discussed. Any documents or presentations for the address to the Board must be provided to the Clerk's Office with the request. Failure to provide presentation materials by the noon deadline will prevent their use during the presentation.
- 2.2.3 Speakers will be limited to no more than five (5) minutes on the one topic they requested to discuss. A speaker may only address the Board as an agenda item, one (1) time a year on the same topic. However, a speaker may speak on the same topic at a different meeting, during the general public three- minute comment period.
- 2.2.4 A person may not appear as a Board agenda item more than once a month.
- 2.2.5 Speakers addressing the Board must direct their comments to the Board of Trustees and not to members of the audience or Township staff.
- 2.2.6 This period may not be used to campaign for an elected office or for or against a ballot proposal.

The Supervisor, or person acting as the Chairperson of the meeting, may end a public comment or agenda item discussion prior to the expiration of the permitted amount of time, for failure to follow the above rules for Public Meeting Decorum or Addressing the Board. The Chairperson of the meeting may require a person to leave the room when that person's conduct interferes with the orderly progress of the meeting.

## **3. Board Members Conduct**

- 3.1 Treat all board members with respect and courtesy.
- 3.2 Always exhibit professional behavior.
- 3.3 Maintain confidentiality of township matters when it is appropriate.
- 3.4 Promptly disclose conflicts of interest and take immediate action when one arises.
- 3.5 Remember your fiduciary duties.

## **4. Recording and Telecasting of Meetings.**

- 4.1 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.
- 4.2 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.