

MONCLOVA TOWNSHIP BOARD OF TRUSTEES

CODE OF CONDUCT **Resolution 02222022-05**

Code of Conduct for those wishing to address the Board during public meetings:

- I. Those wishing to address the Board will be given the opportunity during the meeting when the chairman of the Board asks the audience for questions or comments. The audience member will state name, address before asking questions or adding comments. In large meetings the address process will be adjusted and include sign in prior to the start of the meeting with name and address.
- II. During the meeting the staff will update the Board regarding on-line comments and questions. They will be addressed as appropriate.
- III. Common courtesy and respect is expected towards the Board while making public address. The use of profanity, loud, threatening or condescending comments towards the Board or other township employees will not be tolerated. The public address opportunity will be immediately forfeited.
- IV. Outbursts such as clapping, cheering, booing or interjecting comments from those in attendance is not acceptable and if repeated will be cause for removal from the meeting.
- V. Although there are no specific time limits for individuals addressing the Board, lengthy, repetitive, redundant or immaterial comments will not be allowed to continue. The Board respectfully requests and encourages those addressing the Board to limit their comments to approximately two (2) minutes. Additional time may be granted at the discretion of the Board.
- VI. The Chair of the Board reserves the right to limit the number of speakers and length of time any individual or group of individuals may address the Board on a particular topic or issue.
- VII. Failure to respect the guidelines while addressing the Board may result in the Board asking the citizen to step away from the podium. Failure to do so may result in the Board declaring the citizen to be disorderly and will be asked to leave or the meeting will break until order is restored.