

TITLE 1
GENERAL ADMINISTRATION

CHAPTER 1
TOWN COUNCIL

SECTION

1-106 General rules of order.

1-106. General rules of order/ **Standing rules.**

(A) The rules of order and parliamentary procedure contained in the current edition of Roberts Rules of Order Newly Revised shall govern the transaction of business by and before the Town Council at its meetings in all cases to which they are applicable and in which they are not inconsistent with the provisions of the charter or this code. All speakers and members of the audience and council shall remember that the meeting is a council meeting. All persons are to show proper respect to each other and shall maintain the proper decorum in the meeting at all times. Persons, who fail to observe the rules as to proper decorum, to the extent that the public meeting is disrupted, shall not be permitted to speak and may be removed from the meeting.

(B) Signs Not Allowed in Chambers. Signs, posters, and placards are not allowed within the meeting room of Council Meetings and work sessions.

(C) Visual Aids. PowerPoint presentations, props and other visual aids may be used by outside individuals or groups only with the advance permission of the Town Manager.

(D) Handouts. Persons desiring to hand documents or other items to Council Members during the meeting should pass the same to the assigned officer working the meeting, or other person designated by the Mayor or Town Manager, for delivery to Council Members when appropriate.

(E) Comment at Public Hearing. Each person shall be permitted to speak for three (3) minutes and shall not have more than one (1) time to speak, except that the chair may allow two (2) minutes to the proponent for rebuttal. The Town Council may amend or extend the time limits of individual speakers at the meeting by a majority vote. (Ord. # 16-13, July 2016)