

## **OPEN MEETING RULES OF CONDUCT**

1. All citizens, other than the applicant/proponent, desiring to speak on any agenda item during the Public Works Authority meeting must sign-in to speak under the corresponding agenda item, with a sign-in sheet to be placed at the entrance to the Council/Trustee Chambers.
2. A citizen may request to address members of the Board of Trustees regarding any agenda item, until such time that the item has been closed for public comment by the Chairman. The request to speak can be made by completing a sign-in card located at the desk of the Minute Clerk (left front of the Chamber).
3. All speakers must be recognized by the Clerk, stand at the microphone in the Council/Trustee Chamber and begin to speak by stating their name and address. Citizens shall speak in audible tones so that staff will be able to clearly understand the speaker to accurately place the speaker's information in the public record.
4. Citizens attempting to speak without being recognized for comment by the Clerk will be asked to cease such attempt. Any citizen who continues to speak in disregard of the request to cease may be removed from the Council/Trustee Chambers.
5. Each citizen may address the Board of Trustees only once per agenda item, unless the Chairman or Board of Trustees requests such citizen to return.
6. The Applicant/Proponent shall be afforded an opportunity to return to the microphone upon conclusion of statements in opposition to an agenda item presented.
7. A group of five (5) or more citizens having signed up to speak to the Board of Trustees on an agenda item may allocate the entirety of their time to a representative. No partial allocation of time shall be allowed. The representative shall state such matter of representation to the Board of Trustees. Inquiry will be made of citizens as to the representation as well as the allocation of time. Once confirmed, the designated representative shall be allowed ten (10) minutes to address the Board of Trustees on the agenda item for which such representative was designated to speak. A designation of a representative, once made, may not be withdrawn.
8. The Chairman can grant more time to any speaker if needed.
9. Any citizen exceeding the allotted time will be directed to cease speaking. Any citizen who continues to speak in disregard of the request to cease may be removed from the Council/Trustees Chambers.