

ARRIBA TOWN BOARD MEETING PROTOCOLS POLICY

1. Public comment is encouraged and will continue to be listed as an agenda item at every regular Town Board meeting. The public comment period will be held near the beginning of the meeting.
2. The public comment period will not be used to air personality grievances, make political endorsements or for political campaign purpose. The Mayor or Board members will not enter into a dialogue with citizens that are not specifically listed on the agenda or are not representing an agenda item. Questions from the Town Board during the public comment period will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for hearing the citizens for informational purposes only.
3. The Town Board will direct the Town Manager to assign staff to provide information requested by a speaker during the public comment period. Each individual wishing to be heard during the public comment period will be given up to 5 minutes to make comments. Exceptions to the 5 minute limit may be granted by the Mayor. Public comments may also be allowed on specific Agenda items. Any person in the audience wishing to address the Board on an agenda item must first seek recognition by the Mayor, or whoever is conducting the meeting, preferably by raising of the hand.
4. The Mayor or the Town Board, at its discretion, may allow public comment at any scheduled special meetings.
5. The Mayor and Town Board may elect to defer public comment on specific issues that appear on the regular agenda until that specific item is addressed.
6. Anger, rudeness, ridicule, obscene or profane language, impatience and lack of respect for opposition to a speaker or idea such as clapping, cheering, booing and hissing are not permitted in the Town Board Meeting Chambers.
7. In the event that the meeting attendees become unruly as a group, the Mayor a majority of the Town Board, or in cases where it is deemed that a threat to public safety or to an individual exists, the Local Law Enforcement may order the meeting room cleared of public attendance. The Mayor is responsible for maintaining order and may elect to warn attendees before it becomes necessary to clear the public from the chambers.
8. Any person who makes threats of physical violence shall be subject to immediate removal from the meeting. Any person making irrelevant, impertinent or slanderous remarks, who becomes boisterous while addressing the Town Board, may be cautioned by the Mayor and or the Local Law Enforcement and given the opportunity to conclude his or her remarks on the subject in an appropriate manner and within the designated time limit.
9. Any person failing to comply as cautioned shall not be allowed to continue. The Local Law Enforcement shall carry out all reasonable orders and instructions given by the Mayor for the purpose of maintaining order and decorum at the meeting including directions to escort disruptive persons back to their seat, remove them from the meeting, or arrest any such individual who violate the order and decorum of the meeting and will not promptly leave the premises voluntarily after being requested to do so.
10. No person shall be permitted to interrupt the Mayor, a Board member, a staff member, or a member of the public while speaking during the meeting.

Adopted July 13, 2015

Alex Flores, Mayor