

RESOLUTION – 2017C

ADOPTING RULES OF CONDUCT FOR MEETING ON RECORDING AND TIME LIMITS FOR SPEAKING DURING THE PUBLIC COMMENTS SECTION.

WHEREAS, the Board of Trustees of Bruce Township desires to establish rules and procedures for the conduct of its meetings to promote efficient and effective government;

WHEREAS, the Board of Trustees of Bruce Township desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion.

WHEREAS, the Board of Trustees of Bruce Township desires to encourage meaningful and orderly citizen input in the deliberative process of the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of Bruce Township that the following guidelines, rules, and regulations applicable to meeting of the Board of Trustees, Public Bodies of the Township are hereby adopted as follows:

- 1. Recording of the Board Meetings** - all Board meetings may be tape recorded for the purpose of providing accuracy of compilation of the minutes. Such tapes or other devices on which the proceedings are recorded shall be available to the public until the minutes of that meeting are approved. Thereafter, the tapes will be destroyed or taped over. The tapes may not be removed from the Township office and shall not be copied. The official minutes once approved shall be the legal record of the meeting. Any person wishing to record or photograph during the public meeting must request permission from the Board of Trustees, and announce any such action before each public meeting. The Board may give permission to record or photograph the proceedings as long as the action does not detract from the decorum of the meeting or interfere with the deliberations of the Board of Trustees or any committee thereof. No electronic devices will be permitted in front of the audience and the front row of audience seats, without prior permission of the Supervisor.
- 2. PUBLIC FORUM AND PARTICIPATION**– the public is invited to address the Board of Trustees on any matter including agenda items. In order to be fair to all persons desiring to speak, comments should be kept to no longer than five (5) minutes. The Supervisor has the right to determine speaking time according to the number of speakers desiring to speak. Each person desiring to speak shall register his/her name on the sign-in sheet and identify himself/herself before speaking. Speakers are requested to furnish the Clerk with copies of any prepared statement/presentation before they begin to speak. The Supervisor may interrupt a participant's statements if he/she become too lengthy, or ask a participant to leave if he/she does not observe reasonable decorum. The Supervisor may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months. Public comment that is scandalous, impertinent, irrelevant, or for the purpose of disrupting the meetings shall be ruled out of order by the

Supervisor. When a group of persons wishes to address the Board on the same subject matter, it is proper for the Supervisor to request a spokesperson to be chosen by the group to address the Board, and to limit the number of persons addressing the Board on the same matter to avoid unnecessary repetition.

Duly adopted this 13th day of September, 2017.

WITNESS:

BRUCE TOWNSHIP BOARD OF TRUSTEES:

Marsha Johnston, Clerk

Henry Araujo, Supervisor

Randy Baumrucker, Trustee

Gerald Christensen, Trustee

Robert Harrison, Trustee

Scott Orban, Trustee

