



# Somerset Township

## Meeting Rules of Decorum

### Meeting Rules of Decorum

- Rules of Decorum exist to govern time, place, and manner of expression to ensure orderly conduct of business and responsiveness to your concern.
- To ensure that all meetings of the Board of Supervisors are conducted in a way that allows the business of the Township to be effectively conducted.
- To ensure that members of the public who attend meetings of the Board of Supervisors can be heard in a fair impartial manner.
- To ensure that all meetings of the Board of Supervisors are conducted in a way that is open to all viewpoints, yet free from abusive, distracting or intimidation behavior.
- To ensure that the rules of the governing decorum at meetings of the Board of Supervisors are understood by persons attending the meetings.
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### Rules for the Public

- Citizens and other visitors attending the Board of Supervisors meetings or any Township Meeting shall observe the rules of propriety, decorum, and good conduct.
- Silence all cell phones, pagers, and other electronic devices.
- While civic participation and debate are welcome and encouraged, derogatory, personal, impertinent, or slanderous remarks, or becoming unduly boisterous is not.
- Obscene, inappropriate language, and personal attacks will not be tolerated.

### Rules for Speaker

- Speakers must address their comments to the Board of Supervisors.
- Obscene, inappropriate language, and personal attacks will not be tolerated.
- The speaker shall come to the podium and state their name and address. The speaker will have two (2) minutes to speak on an item and when the time limit on the speaker has expired, the Chairman will announce time has expired and he or she shall promptly conclude his or her sentence and cease speaking.
- Speaker is only allowed to speak one time only on any one subject.
- Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker.

### Enforcement of Rules of Decorum

- The Chairman is responsible for maintaining order and making sure all rules of decorum are being followed during the Board of Supervisors Meetings.
- Any such individual removed from the meeting shall be required to leave the public property upon which the meeting is held, including any adjacent parking lots.