

## **Beach Haven Meeting Decorum**

1. **Rules of Order:** Unless otherwise provided by law, Robert's Rules of Order shall govern the conduct of all meetings when necessary. The attorney for the body or the attorney's designee shall act as Parliamentarian.

2. **Members:** The members of the governing body and members of all boards and other bodies shall preserve order and decorum, and members shall make their best efforts not to interrupt or disrupt the proceedings or disturb any other member while speaking.

3. **Matters Discussed in Closed Session:** Matters discussed in closed session shall not be discussed in open session or with any person who is not entitled to be in closed session without the express authorization of the Borough attorney or in accordance with the law.

4. **Persons Addressing the Meeting:** Each person who addresses the meeting shall do so in an orderly manner and any such comments shall be limited to three (3) minutes. Any person who utters physically threatening, patently offensive or abusive language or engages in any other conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any meeting shall, at the discretion of the presiding officer or a majority of the members, be asked to refrain from such conduct. Failure to comply with the presiding officer may result in the individual's removal from the meeting.

5. **Audience:** Speaking during public meetings is not permitted, except during the public comment portion of the meeting, in accordance with above, or when otherwise specifically permitted by law or the presiding officer. No person at a meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, physically threatening or abusive language, or other acts which disturb, disrupt or otherwise impede the orderly conduct of any meeting and the ability of the public to hear or participate. Any person who conducts himself in the aforementioned manner shall, at the discretion of the presiding officer or a majority of the body, be requested to refrain from such conduct. Failure to comply with the presiding officer may result in the individual's removal from the meeting.

6. **Personal Comments:** All statements are part of the public record and cannot be redacted.

## **Public Participation**

The public is permitted and encouraged to address the members during hearings with respect to an ordinance or other specific matter required by law and during open public session. Individuals cannot yield their time to another speaker.

## **Addressing the Meeting**

1. No person shall address the meeting without first being recognized by the presiding officer. Each person shall step to the podium and state: his or her name and address; the organization, if any, which he or she represents; and, if during the open public session of the meeting, the subject he or she wishes to discuss. Children under 18 shall not be required to give their last name or address.
2. During any hearing with respect to an ordinance or other specific matter required by law, speakers shall limit comments to the specific ordinance or matter on the agenda. Speakers may be requested not to be repetitious.
3. All remarks shall be addressed to the body as a whole.

## **Enforcement of Decorum**

1. The presiding officer or parliamentarian shall request that a person who is breaching the rules of decorum to be orderly.
2. If, after receiving a warning from the presiding officer or parliamentarian, a person persists in disturbing the meeting, the presiding officer may order a temporary recess or request that person to leave the meeting.
3. If such person does not leave the meeting and continues disruptive conduct, the presiding officer or parliamentarian may order any law enforcement officer to remove that person from the chambers.
4. If a meeting is disturbed or disrupted in such a manner as to make the restoration of order infeasible or improbable, the meeting may be adjourned or continued by the presiding officer or a majority of the members, and any remaining business may be considered at the next meeting.