

## CODE OF CONDUCT

### BERNE TOWN BOARD MEETINGS AND PUBLIC HEARINGS

1. Public participation in regular meetings of the Town Board will be limited to the Public Comment period included in every agenda. At Town Board Workshop meetings, there is no public comment period unless so designated on the agenda.
2. Public comment in all meetings including public hearings is restricted to three (3) minutes per speaker. These minutes may not be traded, or given away to another speaker, nor may they be reserved for later use. The Town Board shall have the discretion to modify this rule if deemed necessary, however, public comment at public hearings shall never be restricted to less than three (3) minutes per speaker.
3. Any individual wishing to speak must raise his or her hand. When recognized by the Supervisor the individual must stand at the podium, if able, to address the Board.
4. Comments must relate to the purpose of the public meeting or to legitimate town business.
5. The Supervisor will act as timekeeper or will designate another elected official as timekeeper.
6. The Supervisor shall preside at the meetings of the Town Board and is obligated to control the meeting.
7. Proper decorum is required of all meeting participants: attendees, elected officials, Town employees. No one shall engage in demonstration, booing, hand clapping, calling out, or other behavior disruptive to the meeting.
8. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language will not be tolerated. Personal, impertinent, or slanderous attacks are also prohibited.
9. Speaking while in the audience or addressing the Town Board outside of the public comment period, unless called upon by the Town Board, will not be tolerated.
10. The Town Board may call on a member of the audience when deemed necessary. The response shall be limited to comments regarding that specific question only.
11. Discussions between meeting attendees is not allowed.
12. All cell phones must be operated in silent mode. No cell phone conversations will be allowed in Town Hall during meetings.
13. Attendees leaving a regular Town Board meeting, Town Board Workshop meeting, or public hearing before adjournment must leave in a quiet and orderly manner and are asked not to engage in conversation with one another until outside of Town Hall so as to not disrupt the meeting.
14. Any person found to violate this Code of Conduct will be required to leave the building.
15. If necessary, the Supervisor will contact local law enforcement to remove any person in violation of these rules.
16. This Code of Conduct will take effect immediately.