

TOWN COUNCIL'S WORKING RULES OF ORDER

In order to create a better, more productive environment, and to ensure fair and orderly conduct at Town Council meetings, the Town Council has asked me to develop a set of "working rules" for the Council, the Manager, and the Public to follow during Town Council meetings. These rules are different from Robert's Rules of Order which are strictly parliamentary. Robert's Rules of Order should be referred to when there is a question of order that can not be answered. Robert's Rules are also used as a reference point for these working rules.

The working rules that I propose are divided into two sections: behavioral ground rules and procedural ground rules. They are explained below.

BEHAVIORAL GROUND RULES

- No personal attacks
- Remain positive
- Remember, we are all from the same community and are working together
- No speeches
- Demonstrate respect
- End on time
- No inflammatory or patronizing remarks
- Everyone participates
- Disagree, but do not be disagreeable
- Stay constructive
- No blaming
- Stay on subject

PROCEDURAL GROUND RULES

The rules listed below are intended to be reader friendly, accessible, and customized to the Bradley Town Council using Robert's Rules of Order as a reference.

- The Chairperson of the Town Council shall control and direct all meetings of the Council

- All persons wishing to comment on a subject must raise his or her hand and be recognized to speak by the Chairperson. This includes Councilors, Staff, and the Public.

- The Chairperson will recognize all persons wishing to comment and allow them to speak as long as the comments are appropriate to the subject matter and are not inflammatory.

- Only one person shall be allowed to speak at any one time and only at the direction of the Chairperson.

- All questions will be asked of the Chairperson; the Chairperson shall then direct the question to the appropriate person to answer.

- The Chairperson shall have the authority to demand order of the meeting at any time that the Chair believes the meeting is out of order.

- The Chairperson shall have the authority to remove any individual(s) from the meeting if they are found to be disruptive to the meeting or others present.