

## 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.