

Citrus County Community Charitable Foundation, Inc.
Conduct of Meetings, Decorum and Public Input

I. PURPOSE/POLICY

The Citrus County Community Charitable Foundation Board (hereinafter referred to as the "Board") conducts its meetings in an orderly fashion, and provides for public input.

II. DEFINITIONS

None.

III. PROCEDURE

a. Conduct and Decorum of Meetings.

- i. The presiding officer shall preserve order and decorum at all meetings of the Board.
- ii. During any Board or Committee meeting, individual members of the Board or Committees shall maintain order and decorum in a manner that befits public officials.
- iii. In conduct of any meeting, members are committed to the principles of civility, honor, and dignity.
- iv. Individuals appearing before the Board are asked to observe the same principles when making comments on items and issues presented to the Board for consideration.
- v. During meetings, cell phones should be turned off or silenced. Use of cell phones by the Board for talking, texting, or emailing is not permitted during the meetings, except for emergency communications.
- vi. Meetings commence with the Pledge of Allegiance. Any member of the Board designated by the presiding officer may offer a moment of silence or invocation before, or after the Pledge.

b. Public Input

- i. Members of the public shall be given a reasonable opportunity to be heard, or to address the Board, on any item listed on the agenda during the public input part of the agenda.
- ii. Members of the public wishing to speak during public input must be recognized by the presiding officer, and must state their legal name and physical address prior to addressing their remarks.
- iii. Only one speaker will be acknowledged at a time. Each person shall limit his or her address to three (3) minutes unless granted additional time by

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majority vote of the Board. In the event a group of persons supporting or opposing the same positions desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns and the time shall be limited to five (5) minutes. In order for a group to take advantage of this provision, the group and spokesperson must be identified prior to speaking. If it appears the group cannot be readily identified or similar persons with similar views do not wish to be part of the group, the presiding officer may in his discretion not allow such a designation.

- iv. All remarks shall be directed to the Board as a body, and not to any one individual member. No personal verbal attacks toward any one individual will be allowed during the conduct of a meeting. No person other than a board member shall discuss directly or through a board member without authorization of the presiding officer.
- v. No person shall by speech or otherwise, delay or disrupt the proceedings of the Board. Any person making irrelevant, impertinent, rude, derogatory, or slanderous remarks, or who becomes loud or boisterous while addressing the Board shall be cautioned by the presiding officer and given the opportunity to conclude his or her remark(s). Any person persisting in such disorderliness shall be instructed to remain silent by the presiding officer until permission to continue is granted. If after warning, the disorderliness continues, the individual will be asked to leave the meeting.
- vi. The subject matter of the address should be limited to a current concern or topic, related specifically to the purpose of the Board or an issue that needs the attention of the entire board.
- vii. Public comment is not intended to require the presiding officer or other member of the Board to provide any answer to the speaker.
- viii. Discussions between the speaker and members of the audience will not be permitted.

Approved:	4.26.18
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