

**TOWN OF TIMNATH, COLORADO  
RESOLUTION NO. 27, SERIES 2019**

**A RESOLUTION ADOPTING THE PUBLIC MEETING RULES OF CONDUCT**

**WHEREAS**, the Town Council of the Town of Timnath (the “Town Council”) pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

**WHEREAS**, the Town of Timnath Home Rule Charter § 2.4, the Town Council has the authority to preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof; and

**WHEREAS**, attached hereto as Exhibit A are the Town of Timnath Public Meeting Rules of Conduct (“Rules”) which are intended to promote the orderly and efficient conduct of the meetings; and

**WHEREAS**, the Town Council is familiar with the Rules and finds adoption of them to be in the best interest of the Town, the residents within its boundaries, and the general public.

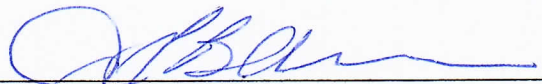
**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO AS FOLLOW:**

**Section 1. Adoption**

The Town Council hereby adopts the Town of Timnath Public Meeting Rules of Conduct in substantially the form attached hereto as Exhibit A, subject to technical or otherwise non-substantive modifications, as deemed necessary by the Town Manager in consultation with the Town Planner, Engineer, Legal Counsel, and other applicable staff or consultants.

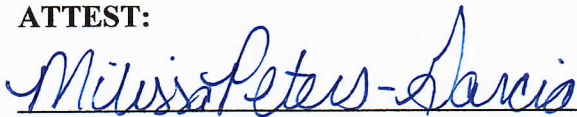
**INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON MAY 14, 2019.**

**TOWN OF TIMNATH, COLORADO**



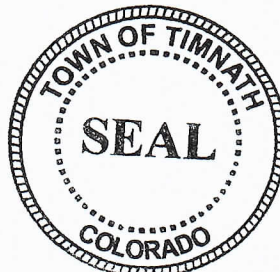
Jill Grossman-Belisle, Mayor

**ATTEST:**



Milissa Peters-Garcia, CMC

Town Clerk



## **EXHIBIT A**

### **PUBLIC MEETING RULES OF CONDUCT**

The intent of the following Rules of Conduct is to:

- Provide a safe and secure setting for the Town Council, the Timnath Development Authority Board, the Planning Commission and any other Timnath appointed board (hereinafter collectively referred to as “Boards” or “Board”) and the public to attend to the Town’s or other related entity’s business.
- Enable the Boards to conduct their deliberative process without interruption in a manner that can be heard and viewed by all in attendance, while limiting duplication of comments, presentations, and other discussion.
- Ensure that the public has a full opportunity to be heard during public hearings and open comment periods of meetings of the Boards.
- State specific rules so that all may know them in advance and be subject to the same conduct standards.
- Foster an atmosphere of civility that is respectful of diverse opinions and allows presentation of positions that vary from the position of others at the meeting without insults, interruption or intimidation.
- Establish a standard for conduct for public meetings of the Town of Timnath and its staff.

The Timnath Council has established the following rules for public meeting conduct:

- Prior to addressing any of the Boards, a person shall sign in on the sign-in sheet made available.
- In order to ensure that the Board has adequate time to review written materials in advance of the meeting, the Town requests that written materials from the public be provided to the clerk or responsible staff person at least 24 hours in advance of any public meeting. Persons participating in public comment may provide materials directly to the clerk for distribution to the Board. However, in the event such materials have not been provided at least 24 hours in advance of the meeting, the Town requests that the person distributing such materials include a brief summary of them during his/her public comments.
- All remarks to the Boards shall be only after the speaker is acknowledged by the presiding officer.

- All persons seeking to utilize an electronic recording device at a meeting are requested to provide at least 48 hours notice before the meeting to the Town manager. Recording devices may only be placed in areas such that no disturbance will be created, at the full discretion of the Town manager.
- While in attendance at a public meeting, no attendee shall disrupt, disturb, or otherwise impede the orderly conduct of any public meeting by any means in a manner that obstructs the business of the meeting. Disorderly conduct includes signs, placards, other visual disturbances as well as noise (including applause), and any other disturbance that the presiding officer or manager finds to be a disturbance to the orderly progression of the meeting. Disorderly conduct also includes failing to obey any lawful order of the presiding officer to be seated, leave the meeting room, or refrain from addressing or approaching the council.
- No attendee shall make threats or other forms of intimidation to or against any person in the meeting room.
- No attendee shall approach the governing body unless specifically requested or authorized by the presiding officer.
- In order to maintain the fire code occupancy limits and allow for safe exit, unless addressing the Boards or entering or leaving the meeting room, all persons in the audience shall remain seated in the seats provided.
- No person shall stand or sit in the aisles or doorways, nor shall the doorways be blocked with any objects or equipment.
- All persons in the meeting room shall silence all cell phones, pagers, and other electronic devices to prevent disruption at the meeting.
- No person at any Board meeting shall be in a state of intoxication caused by the person's use of alcohol or controlled or prescription substances.
- Possession of weapons, including firearms, knives, explosives, etc. are strictly prohibited, at the Town Center or Town Buildings, and at all public meetings, and shall constitute immediate grounds for removal and arrest.

- Failure to adhere to any of the Rules of Conduct shall constitute grounds for immediate removal from the meeting at the direction of the board, its presiding officer, or the manager.