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CITY OF GLEN COVE

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Suggested Rules of Decorum for City Council Meetings

To ensure that City Council meetings are conducted in a way that allows the business of the City to be administered in an orderly, effective and efficient manner and that members of the public who attend City Council meetings can be heard in a fair, impartial, and respectful manner, we appreciate your support of the following meeting guidelines.

Standards of Decorum

The primary purpose for individuals addressing the Glen Cove City Council is to allow anyone the opportunity to formally communicate with the City Council as a whole, for agenda and other matters that are of concern.

It is the intent of Mayor Spinello, as Presiding Officer of the Council, that City Council meetings are conducted in a way that is open to all viewpoints and free from abusive, distracting, or intimidating behavior. It is also requested that no speaker shall make personal, impertinent, slanderous or profane remarks to any member of the Council, staff or to the general public.

As the Presiding Officer of the Council meeting, the Mayor, or the Councilperson designated by the Mayor when appropriate, is responsible for maintaining the order and decorum of meetings.

Procedures for Persons Addressing The City Council

A person wishing to address the Council regarding *an item on the Council's agenda* shall seek recognition by the Presiding Officer of the Council during discussion of any such item and shall be afforded time to address the council.

- Persons wishing to discuss a *non-agenda* item during the discussion section of City Council meetings may seek recognition by the Presiding Officer and will then be guided accordingly.
- All speakers are encouraged to present their comments in a reasonable amount of time so that all members of the public have an equal opportunity to share their commentary.
- No person shall address the Council, or engage in any form of interference without first being recognized and authorized by the Presiding Officer.
- Each speaker shall step to the podium provided for the use of the public and may be asked to state his or her name, address, and the organization, if any, which he or she represents.
- Each person shall confine his or her remarks to the Council agenda item or otherwise as might be authorized by the Presiding Officer. During an address, if any portion thereof is off-topic the address shall be concluded by the Presiding Officer.
- Persons in the audience at a City Council meeting shall not engage in disorderly or boisterous conduct, including loud, threatening or abusive language, whistling, booing, hand gestures or other acts. Where anyone attempts to cross-debate the person addressing the Council, it shall be deemed disturbing and impeding the orderly conduct of the Council meeting.
- Questions and remarks shall be addressed to the Council as a whole and not to any single member or to the City's staff, unless in response to a question from such member or by authorization of the Presiding Officer.

Thank you for your cooperation