



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	05/27/2020	Department	City Council
Agenda Item	4.b Conduct of Meetings Proposed Policy		
Est. Cost	n/a		
Background Information	<p>At the City Council goal setting session in February, it was mentioned that the City Council should have a policy in regards to conduct at meetings.</p> <p>The City Manager drafted and presented this policy at a previous Council meeting (under Manager's report). The City Council was asked to review and forward any suggestions or edits upon their review.</p> <p>The City Manager did not receive any suggestions on this policy, therefore the Council is being asked to adopt the policy as written.</p>		
	Requested Action	'I move to adopt the Conduct of Meetings Policy as presented.'	
	City Manager and/or Finance Review	The City Manager recommends the above action.	
	Council Vote/ Action Taken		
Departmental Follow-Up			

City Clerk Use Only	1 st Reading _____	Advertised _____	<div>EFFECTIVE DATE _____</div>
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

**City of Gardiner
City Council Policy
for
Personal Conduct During Council Meetings**

The public is invited to attend all meetings of the Gardiner City Council. They may also actively participate by *contributing to the public comment section and to discussions of agenda items to be voted upon*. In support of, and respect for an open, fair and informed decision-making process, the City Council recognizes that:

- Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
- Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process; and
- In an effort to preserve the intent of open government, make civil discourse possible, and maintain a positive environment for citizen input and City Council decision-making, the following rules have been established:

Meeting attendees (the audience):

- Will refrain from commenting, clapping, shouting, booing, or other inappropriate and/or disruptive behavior; and
- Will refrain from interrupting speakers; and
- Will refrain from private conversations during meetings; and
- Should not address City Councilors in individual conversation, or make comments to individual Council Members during the meeting; and
- Should obtain permission to speak from the Mayor.

Meeting attendees (speakers):

- Will state their name and address; and
- Will be allowed approximately three minutes to speak during the public comment section and no more than two minutes during discussions of items to be voted upon, unless extended by the Mayor; and
- Will avoid repetitive comments (A statement of agreement with previous speakers will be appreciated and appropriate.); and
- Will conduct themselves in a civil and respectful manner at all times and will refrain from making comments of a personal nature regarding others; and
- Will address the City Council and will refrain from addressing other attendees; and
- Name-calling, threats, and/or obscenity are forbidden; and
- Shouting, yelling, or screaming is forbidden.

Disregard of these rules will be met with the following consequences:

- The Mayor will request the behavior to stop; and
- If after this warning the behavior continues, the Mayor will have the option to:
 - 1: Postpone the meeting until a future date or,
 - 2: Request the removal of the person causing the disturbance.

Adopted by the Gardiner City Council on May 27th, 2020

Mayor Patricia Hart

Attest: Kelly Gooldrup, City Clerk