



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION 2024-08

A RESOLUTION PURSUANT TO SECTION 9 OF THE CHARTER OF THE TOWN OF SNOW HILL ADOPTING RULES FOR THE ORDER OF BUSINESS AT MAYOR AND COUNCIL MEETINGS

WHEREAS, the Town of Snow Hill Charter Section 9 provides the Council shall determine its own rules and order of business; and

WHEREAS, the below Rules of Conduct for Public Meetings has been drafted and discussed by the Mayor and Council; and

WHEREAS, it has been determined the Council would benefit from written rules and the Council desires to adopt said rules contained herein.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL THAT THE FOLLOWING RULES ARE ADOPTED:

MAYOR AND COUNCIL

TOWN OF SNOW HILL, MARYLAND

RULES OF CONDUCT FOR PUBLIC MEETINGS

PREAMBLE: Meetings of the Snow Hill Mayor and Council are conducted with full transparency, in public view under the terms of the Maryland Open Meetings Act. The meetings are designed to provide for the orderly and efficient handling of the public's business and, therefore, require a high degree of structure and decorum in an atmosphere of respect and dignity that protects the safety and ability of participants to engage freely in the official life of the community. The Charter for the Town of Snow Hill provides that the Council "shall determine its own rules and order of business". It also states that "The residents of the Town shall have a reasonable opportunity to be

heard at any open meeting of the Council in regard to any municipal question or matter.” These rules are established to ensure that meetings can be conducted in an orderly and appropriate manner that honors the spirit and letter of the Charter.

1. Except for public hearings duly designated as such by action of the Mayor and Council, public participation at regular meetings, work sessions or special meetings shall be limited to the public participation segment of the agenda.
2. Public comment, whether during the public segment of the Mayor and Council meetings or during a duly designated public hearing shall be limited to three (3) minutes per person. Additional time may be granted at the discretion of the Mayor, depending on circumstances at the time. An individual’s time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room when such sign-in sheet is available, indicating his or her intention to speak, which sheet shall be used by the Mayor or, in the absence of the Mayor, the presiding officer to recognize speakers.
4. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor or presiding officer, the individual must stand and state his or her name, address, and if appropriate, group affiliation and must state the subject he or she will be addressing.
5. Comments must relate to the purpose of the public hearing or to legitimate Town business and must be addressed to the Mayor and Council. Attendees may not address the Mayor and Council or members of the staff unless recognized by the Mayor.
6. The Mayor or the presiding officer may designate a member of the staff to act as timekeeper.
7. Members of the Mayor and Council, as well as speakers and audience members, must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Council, Town officials or employees or members of the general public shall not involve personal, impertinent or slanderous comments directed at individuals, regardless of whether the individual so addressed is an elected official, a Town official or employee, or a member of the general public.
8. The Mayor or the presiding officer shall conduct the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slurs directed at the Mayor, members of the Council, Town officials or employees, and members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
9. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Mayor and Council. No person attending a meeting or public hearing shall engage in booing, handclapping, or otherwise disrupt the dignity and formality of the proceedings.
10. Inappropriate or offensive banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.

11. All cell phones and pagers must be muted and phone conversations during any meeting are prohibited. Whispered, private conversations among the public should be limited, but in no way will be allowed to distract or disturb the official proceedings of the meeting.
12. Attendees, when leaving any meeting before it is adjourned, must leave in a quiet and orderly manner until outside the meeting room so as not to disrupt the meeting.
13. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the meeting room.


RESOLVED AND EFFECTIVE this 12 day of November 2024.

ATTEST:

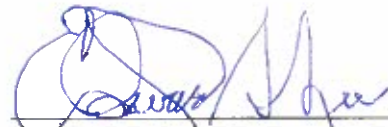

RICHARD POLLITT, Town Manager

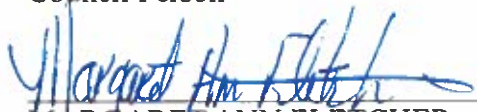

JANET SIMPSON, Mayor

Approved as to form:


DIANA WALSH, Central District Council
Person


MAUREEN HOWARTH
Ayres, Jenkins, Gordy & Almand, P.A.
Office of Town Solicitor


EDWARD S. LEE, Eastern District
Council Person


MARGARET ANN FLETCHER,
Western District Council Person