

**RESOLUTION NO. 2025-05**

**AMENDED RESOLUTION OF THE DELAWARE COUNTY BOARD OF  
COMMISSIONERS ESTABLISHING POLICIES AND PROCEDURES TO PROTECT  
DECORUM AND FOSTER THE EFFECTIVE ADMINISTRATION OF PUBLIC  
MEETINGS**

*WHEREAS*, the Delaware County Board of Commissioners (the “Commissioners”) serves as the legislative body of Delaware County, Indiana (the “County”); and

*WHEREAS*, the Commissioners conduct County business during its regularly scheduled and, if necessary, special meetings, all of which are open to the public; and

*WHEREAS*, the Commissioners previously adopted, and continue to follow, the general rules of parliamentary procedure as set forth in Robert’s Rules of Order regarding the conduct and administration of its public meetings; and

*WHEREAS*, the Commissioners have the authority to establish rules for the transaction of business in their meetings pursuant to I.C. 36-2-4-10 and believe it is in the best interest of the County, as well as those individuals who choose to attend public meetings of the Commissioners, to adopt standard policies and procedures for the administration of public meetings to supplement or, as the case may be, in lieu of the parliamentary procedure set forth in Robert’s Rules of Order; and

*WHEREAS*, the Commissioners adopted resolutions concerning decorum at meetings in 2019 and 2021 via Resolutions 2019-040 and 2021-001 this Resolution is to amend those terms and conditions; and

*WHEREAS*, I.C. 5-14-1.5-3.3 wherein the Indiana Legislature has amended the statutes concerning public input at the public meeting of the Board of Commissioners and permitting the Board of Commissioners to adopt reasonable rules regarding the conduct of the meeting; and

*WHEREAS*, in order to protect general meeting decorum and foster more effective administration of public meetings, the Commissioners now desire to adopt standard policies and procedures applicable to public meetings held by the Commissioners according to the general parameters stated herein.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS  
OF DELAWARE COUNTY, INDIANA:**

1. The Delaware County Board of Commissioners hereby adopt the following rules which shall apply to all individuals attending public meetings of the Delaware County Board of Commissioners:
  - a. Members of the general public in attendance at a public meeting of the Board of Commissioners may observe the meeting and may not speak before or during the Board of Commissioners’ consideration of a topic on the agenda or before the Board of Commissioners take final action on a

topic except in those instances where attendees are participating in a public hearing pursuant to published notice and as granted by the Indiana Code.

- b. Members of the public may speak during a public hearing as allowed by I.C. 5-14-1.5-3, but their comments shall be governed by these rules.
- c. The Commissioners, at their sole discretion, may provide for a public comment period at the end of the meeting, during which time individuals may be given an opportunity to address the Commissioners.
- d. During any public comment period, individuals wishing to speak will be required to sign a speaker registration sheet and provide the speaker's name, address, and issue or topic they wish to address. Individuals will be called to speak in the order of which they have signed the speaker registration sheet. Registration to provide public comment at the meeting shall end once the meeting commences.
- e. Individuals who wish to speak and have signed the speaker registration sheet may waive their opportunity to speak once called upon; however, an individual who waives their opportunity to speak will not be permitted to speak at a later time.
- f. Once called upon, all speakers shall first state their name, their county of residence, and the issue upon which they wish to speak. Speakers may only speak from a podium and must speak loudly and clearly into the microphone provided.
- g. Any speaker that wishes to address the Commissioners during a public hearing shall provide information that is germane and relevant to the purpose of the public hearing only. Any comments that are derogatory, inflammatory, hateful or non-germane as determined by the presiding officer of the public hearing shall be considered out of order and the speaker will forfeit their remaining time, if any.
- h. Any speaker wishing to provide documents to the Commissioners at the meeting shall provide one copy for each of the three (3) Commissioners; however, speakers are encouraged to bring additional copies of any documents they intend to distribute during the meeting.
- i. Each speaker may only speak once and will be given a maximum of three (3) minutes to speak unless a shorter period of time is set forth by the Commissioners at the start of the public comment period.
- j. Each speaker will be notified when their allotted time to speak is exhausted and any speaker that does not immediately conclude their remarks at the expiration of their allotted time will be deemed out of order and the speaker will be asked to stop.

- k. Comments which are duplicative or repetitive will be deemed out of order and the speaker will be asked to stop.
  - l. Any speaker who is discourteous, argumentative, accusatory, or insulting will be deemed out of order and asked to stop.
  - m. Once a speaker is deemed out of order for any reason, that speaker's remaining time, if any, will be forfeited and the speaker will not be granted an opportunity to make any further comment or presentation.
  - n. If a speaker or member of the public attending the public meeting shall act in a manner which is contrary to the rules of decorum set forth herein shall be provided a warning by the President of the Board of Commissioners to cease their actions or attempts to disrupt the meeting.
  - o. The President of the Board of Commissioners may issue up to three (3) warnings to the attendee or speaker that is out of order to cease their actions unless the President determined that the removal of the attendee/speaker is necessary to maintain order or ensure the safety of another person; if the attendee commits a criminal offense or the attendee violates the rules of the conduct of meetings.
  - p. All members of the general public attending a public meeting will be expected to adhere to these rules and, any person failing to do so will be deemed out of order.
  - q. The Commissioners are authorized, and have sole discretion, to request any person deemed out of order leave the meeting and, once requested to leave, a person must immediately leave the meeting room.
  - r. The Delaware County Sheriff shall be empowered to remove an attendee and/or speaker from the meeting if the speaker and/or attendee refuses to leave when directed by the President of the Board of Commissioners.
  - s. During its public meetings, the Commissioners will take all measures necessary under the circumstances to maintain order. In exercising this discretion, the Commissioners will be guided by a judicious appraisal of the circumstances, including the conduct and decorum of members of the general public in attendance.
2. Upon the adoption of this Resolution, a copy of the rules stated herein shall be posted outside the Commissioners' Court Room and made available to the general public through the internet website for Delaware County, Indiana (<https://www.co.delaware.in.us/>).

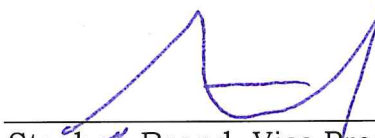
3. This Resolution shall be effective upon adoption.

*DULY ADOPTED* by the Board of Commissioners of Delaware County at a regularly scheduled public meeting held on this, the 3 day of March, 2025.

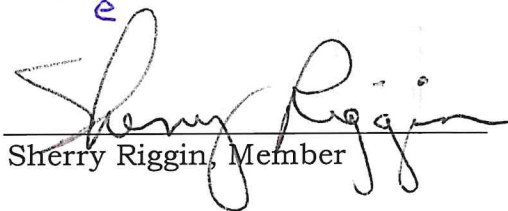
DELAWARE COUNTY  
BOARD OF COMMISSIONERS



Shannon Henry, President



Stephan Brand, Vice President



Sherry Riggin, Member

ATTEST:



Edward Carroll, Auditor  
Delaware County, Indiana