

ORIGINAL

**RESOLUTION NO. 2021-001**

**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 policies and procedures adopted herein are intended to provide the general public with a clear and concise set of standards for public meetings held by the Commissioners and, when applicable, rules regulating the conduct and decorum of members of the general public who wish to attend said public meetings; 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 have no rights with reference to the meeting except as otherwise provided by law.
  - b. Although members of the general public have no right to speak during a public meeting, the Commissioners, at their sole discretion, may provide for a public comment period, during which time individuals may be given an opportunity to address the Commissioners.
  - c. Members of the public may speak during a public hearing as required by the statutes, but their comments shall be governed by these rules.
  - 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.

- 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. Time may not be reserved or yielded to other speakers and once an individual is finished speaking, that individual's remaining time, if any, is waived.
- 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. 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.
- o. 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.
- p. In extreme cases, if a person refuses to leave the meeting after being asked to do so and that person continues to disrupt the proceedings in a way that is obviously hostile to the





purpose of the meeting, the Commissioners may order that the person be removed by members of the Delaware County Sheriff's Department.


- q. 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.
  - r. In the event that Commissioner meetings are electronic, members of the public may view and observe the meeting via the live Face Book® link. Questions may be posed to the Commissioners at [commissioners@co.delaware.in.us](mailto:commissioners@co.delaware.in.us). Responses to questions emailed to the Commissioners will be reviewed and if appropriate, a response may be made. Comments that are posted along with the live feed on Face Book® may or may not be responded to during the meeting.
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 19 day of January, 2021.


DELAWARE COUNTY  
BOARD OF COMMISSIONERS

  
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Sherry Riggin

  
\_\_\_\_\_  
James King

  
\_\_\_\_\_  
Shannon Henry

ATTEST:

  
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Steven Craycraft, Auditor  
Delaware County, Indiana