

# Waterloo Township

## Rules of Order

### Monthly Waterloo Twp Meetings

### Policies for Meetings of Waterloo Township

#### **Order of Business for Public Hearing:**

1. Call Meeting to order
2. Pledge to the Flag
3. Public Comments
4. All comments or questions must be directed at the chair.
5. Advance written comments may be made to the Township prior to the monthly meeting date and will be read at the meeting.

#### **Time Allotted for Public Comments:**

1. Persons or groups, wishing to comment must sign in on the sheet provided.
2. Individuals may offer their comments for a period of not to exceed three (3) minutes. If an individual is part of a larger group, that individual may speak only after group comments have been taken, time permitting.
3. Groups must select one spokesperson to represent them. The representative for the group may offer their comments for a period of not to exceed five (5) minutes.
4. The Chair will request individuals to identify themselves as being part of a group.
5. Comments will only be allowed during the designated public comment period.

#### **Disorderly Conduct:**

1. The Chair will call to order any person who:
  - (a) Exceeds the time allotted for individual and group comments.
  - (b) Disrupts the meeting by speaking out of turn or not in the order of signing in.
  - (c) Uses vulgar language or verbally attacks any member of public body or member of the audience.
2. If the person does not come to order and continues the disruptive behavior, the Chair may require that person to leave the meeting.
3. If the person does not leave the meeting upon the Chairs request, the Chair may call for the assistance of a Police Officer. During periods of such disturbance, the Chair may call for a recess or may adjourn the meeting without objection and may reconvene the meeting at a future time.

**\*Rules of Order, will apply to all Twp Board Meetings, Planning Commission Meetings as well as all Special Hearings.**