

Code of Conduct for Town Meetings

TOWN COUNCIL OF LITTLETON, NC CODE OF CONDUCT

Commissioners, Staff, audience members and members of the media shall treat one another with courtesy and respect at all times.

All in attendance shall refrain from making inappropriate, offensive, insulting or malicious remarks to anyone. Likewise, vocal boisterous or other disruptive demonstrations which will disrupt the orderly flow of the meeting will not be allowed. Any person engaging in this type of behavior shall be ruled out of order by the Mayor, and at the direction of the Mayor, shall be escorted from the building.

Please silence all electronic devices. (i.e. cell phones and pagers)

ADDRESSING THE BOARD

The Littleton Town Council welcomes you to this meeting and encourages public participation during the two (2) Public Comments sections of the meeting, as well as commenting on a specific agenda item at the time of its consideration.

How to Address the Board at a Regular Meeting or Special Called Meeting (in person or by written statement)?

- Contact the Town Clerk to be added to the Speaker Request List at least two (2) business days before the start of the meeting. (by Thursday at 5:00pm for a Monday evening meeting.)
- Please begin your remarks by stating your name and address. Direct your comments to the Mayor. Please refrain from addressing any individual member of the Board, Staff or other members of the audience.
- Keep your comments pertinent to your chosen subject matter.
- Please avoid being repetitive, and refrain from using inappropriate, offensive or vulgar language.
- You will have a reasonable amount of time to speak, as determined by the Mayor, during the Public Comments section, and you will have two (2) minutes to speak on specific agenda items at the time of their consideration.
- Written Statements containing inappropriate, offensive, insulting or malicious remarks or that are excessive in length, as determined by the Mayor, will not be read.

Please keep in mind that this is your opportunity to address your comments and concerns to the Council as a whole. A Commissioner, the Town Clerk, or Town Attorney may ask you a question for clarification. Board members and/or staff will not enter into a discussion with you, unless otherwise granted by the Mayor.

This institution is an equal opportunity provider and employer.