

**BARRY EATON DISTRICT HEALTH DEPARTMENT BOARD  
RULES OF GENERAL CONDUCT AND PROCEDURE FOR MEETINGS**

- A. **Public Meetings:** Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267.
- B. **General Conduct:** A Board Member shall not use profane, intemperate, or discourteous language or conduct.
- C. **Speaking Priorities:** The sponsor of any properly moved and seconded motion, resolution, or report shall have the right to speak for up to five minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each Board Member shall be limited to speak for a 5-minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member, while addressing the Board shall be interrupted, except to be called to order, and thereupon, he/she shall immediately cease talking.
- D. **Leaving Seat, Interruptions:** While the chairperson is putting any question or while the roll is being called, no Board Member shall leave his/her seat or entertain private discourse. When a Board Member is speaking, he/she shall not be unduly interrupted.
1. While a Board Meeting is in session, all cell phones must be silenced.
  2. Board Members shall refrain from being involved in personal discussions or “sidebars” while a Board Meeting is in session.
- E. **Leaving the Meeting:** No Board Member shall leave a meeting prior to adjournment unless first excused by the chairperson. It should be noted in the meeting the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.
- F. **Order and Decorum:** The chairperson shall at all times preserve order and decorum pursuant to these Rules. The chairperson will call to order any person who is being disorderly by disrupting the meeting, by speaking longer than the allotted time, by using vulgar language, or by making a personal attack on a Board Member or staff member regarding conduct unrelated to the performance of their duties. If a person engaged in presentation is called out of order, they will not be permitted to speak further at the same meeting except by special leave of the Board. If the individual continues to be disorderly and disruptive to the meeting, the chairperson may request their removal by the appropriate law enforcement agency. In no event will an individual be removed from a public meeting except for an actual breach of the peace committed at the meeting.

- G. **Board Member Attendance:** Board Members are expected to attend meetings as scheduled and be punctual. If a member is unable to attend a meeting, he/she shall notify the Chairperson of the Board in advance of the meeting. Every Board Member shall vote on all questions unless excused by the Board.
- H. **General Conduct:** No Board Member nor other person shall speak until duly recognized by the Chairperson; if a Board Member or other person speaks without being recognized by the Chairperson, he/she shall immediately cease speaking if ruled out of order.
- I. **Parliamentary Authority and Procedure:** "Robert's Rules of Order", 10<sup>th</sup> Edition, shall govern all questions of procedure which are not otherwise provided by law.

No motion shall be debated or voted upon unless seconded. Any motion, resolution or committee report, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. At the request of any member of the Board, a motion shall be presented in writing.

- J. **Comments from the Floor:** Only Board Members shall be given the floor to speak during any Board meeting, except:
  - 1. Any member of the public may speak during the public comment period designated on the meeting agenda. Speakers other than Board Members, after being recognized by the Chair, shall identify themselves by name and municipality of residence.
  - 2. BEDHD officials and/or personnel may speak with the consent of the chairperson.
  - 3. Any person, with the consent of the chairperson and/or a majority of the Board.
  - 4. To accommodate greater public participation, public comment shall be limited to no more than three minutes per individual and at the times designated as stated above. Extended time may be granted by the chairperson in exceptional circumstances.
  - 5. Public comment shall be limited to the foregoing circumstances where a speaker is recognized by the Chair; outbursts, clapping, and/or other disruptions are not permitted and will be considered out of order by the Chair.

- K. **Amendment to and Effective Date of These Rules:** These Rules shall take immediate effect upon adoption by a majority vote of the Board. These Rules may be amended, suspended or rescinded only by a majority vote of the Board. They shall remain in effect until rescinded, amended or suspended. Any amendment to these Rules properly presented to the Board and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

- L. **Conclusion.** To the extent that any of the rules herein are contrary to statutory requirements, they shall be of no force and effect.