

**Barry-Eaton District Health Department Board
Rules of Conduct and Procedure for Meetings
Adopted: January 17, 2025**

A. Public Meetings

All Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267. Transparency and public accessibility are foundational principles of the Board's operation.

B. General Conduct

Board Members are expected to maintain a professional demeanor, refraining from using profane, intemperate, or discourteous language or behavior at all times.

C. Speaking Rules

- The sponsor of a properly moved and seconded motion, resolution, or report may speak after its formal introduction. When necessary, the Chair reserves the right to establish time limits for members to speak.
- If multiple sponsors exist, the chair decides who speaks first.
- Members must address the chair before speaking. If multiple members wish to speak simultaneously, the chair will determine the speaking order.
- No member may be interrupted while speaking, except to be called to order, at which point they must immediately yield the floor.

D. Conduct During Meetings

- Members must remain seated and attentive when the chair is putting a question to a vote or during roll calls.
- Cell phones must be silenced, and members should avoid engaging in side conversations or personal discussions during the meeting.

F. Order and Decorum

The chair is responsible for maintaining order and decorum throughout the meeting.

- Disruptive actions, including exceeding allotted speaking times, using vulgar language, or making personal attacks unrelated to official duties, will not be tolerated.
- Disorderly individuals may lose the privilege to speak further at the meeting unless granted permission by the Board.
- If disruptions persist, the chair may request the individual's removal by law enforcement, ensuring that no removal occurs without an actual breach of peace during the meeting.

H. Recognition to Speak

No one, including Board Members, may speak without being recognized by the chair. If a person speaks without recognition, they must stop immediately if ruled out of order.

I. Parliamentary Procedure

Meetings shall follow “Robert’s Rules of Order,” 10th Edition, for procedural matters not otherwise governed by law or these rules.

- No motion shall be debated or voted upon unless seconded.
- A motion may be withdrawn by its sponsor and seconder before adoption.
- Any Board Member may request a motion be presented in writing.

J. Public Comments

- Public comments are limited to designated periods on the meeting agenda.
- Speakers must identify themselves by name and municipality and are limited to three minutes per comment unless the chair grants additional time.
- BEDHD staff may speak with the chair’s consent.
- Disruptive conduct, such as outbursts or clapping, is not allowed and will be ruled out of order.

K. Amending the Rules

These rules take effect upon adoption by a majority vote and may only be amended, suspended, or rescinded by a similar vote. Amendments are effective immediately unless otherwise stated by the Board.

L. Compliance with Laws

If any provision of these rules conflicts with statutory requirements, the conflicting rule shall be null and void.

Catherine Getty

Board Chair

1/30/2025

Date