



RESOLUTION NO. 21-07-08- 002

**RESOLUTION OF THE KOSCIUSKO COUNTY COUNCIL ESTABLISHING
POLICIES AND PROCEDURES TO PROTECT DECORUM AND FOSTER THE
EFFECTIVE ADMINISTRATION OF PUBLIC MEETINGS**

WHEREAS, the Kosciusko County Council (the “County Council”) serves as the fiscal body of Kosciusko County, Indiana (the “County”); and

WHEREAS, the County Council conducts County business during its regularly scheduled and, if necessary, special meetings, all of which are open to the public; and

WHEREAS, the County Council follows 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 County Council believes it is in the best interest of the County, as well as those individuals who choose to attend public meetings of the County Council, 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 Per IC 36-2-4-10; 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 County Council 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 County Council now desire to adopt standard policies and procedures applicable to public meetings held by the County Council according to the general parameters stated herein.

**NOW THEREFORE BE IT RESOLVED BY THE COUNTY COUNCIL OF
KOSCIUSKO COUNTY, INDIANA:**

1. The Kosciusko County Council hereby adopts the following rules which shall apply to all individuals attending public meetings of the Kosciusko County Council:
 - a. As a general statement of law, it should be noted that members of the general public in attendance at a public meeting of the County Council have no rights with reference to a public meeting except as otherwise provided by law.
 - b. Although members of the general public have no right under Indiana law to speak during a public meeting, the County Council values input from the public, whether during meetings, in writing, or otherwise, and the County Council, at its sole discretion, may provide for a public comment period, during which time individuals may be given an opportunity to address the County Council at a meeting.

I affirm, under the penalties of perjury,
that I have taken reasonable care to redact
each Social Security number in this
document, unless required by law.
Angela N. Dinet

- c. 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.
- d. 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.
- e. 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 so that all may hear and proper recording can be made.
- f. Any speaker wishing to provide documents to the County Council at the meeting shall provide one copy for each of the seven (7) County Council members, the Auditor, and the County Attorney if present; however, speakers are encouraged to bring additional copies of any documents they intend to distribute during the meeting.
- g. Each speaker may only speak once and will be given a maximum of three (3) minutes to speak unless a shorter or longer period of time is set forth by the County Council 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.
- h. 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.
- i. Comments which are duplicative or repetitive will be deemed out of order and the speaker will be asked to stop.
- j. Any speaker who is discourteous, argumentative, accusatory, or insulting will be deemed out of order and asked to immediately stop.
- k. 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.
- l. 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.
- m. The County Council is authorized, and have sole discretion, to request any person deemed out of order to leave the meeting and, once requested to leave, a person must immediately leave the meeting room.
- n. 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

