

**WALTON TOWNSHIP**  
**CODE OF CONDUCT FOR TOWNSHIP BOARD**  
**MEETINGS**

This Code of Conduct applies to all persons attending public meetings of the Walton Township Board. This policy is intended to promote open meetings without disruptions and the Board's performance of its functions without obstruction, impairment, or hindrance, by providing for and welcoming debate of issues considered by the Board in an atmosphere of fairness, courtesy, and respect for differing points of view.

**Addressing the Board**

1. Persons wishing to address the Board on any item may do so by raising their hand when the Supervisor asks for **PUBLIC COMMENTS** and waiting to be recognized.
2. Each speaker should provide his or her name and address at the beginning of his or her remarks for the formal record. If a speaker represents an association or group, he or she should identify the entity he or she represents.
3. Groups of attendees are encouraged to designate a single member to speak on behalf of the group.
4. Each speaker will be given three (3) minutes to speak.
5. If an individual wishes to submit written comments or handouts, he or she may submit it to the Clerk.
6. Public comment is not a question-and-answer period. It provides individuals with an opportunity to express their comments regarding any subject matter. All comments shall be directed only to the Township Board; no person may address or question Board members individually.
7. The Board will not respond to comments made during the public comment period unless it becomes necessary to ask a clarifying question, correct a factual error, or provide specific factual information.

**Public Meeting Etiquette**

1. Persons in the audience will refrain from behavior which disrupts a public meeting of the Board. This will include making loud noises, clapping, shouting, booing, hissing, interrupting Board members or other members of the public, or engaging in any other activity that disturbs, disrupts, or impedes the orderly conduct of the meeting.
2. Persons in the audience will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.
3. Persons in the audience will silence and refrain from using mobile phones while the meeting is in session.

4. Persons in the audience shall not use threatening, inappropriate, or abusive language toward members of the Board or other persons in attendance, or engage in any other conduct that disturbs, disrupts, or impedes the orderly conduct of the meeting.

### **Chairperson**

1. The Township Supervisor shall moderate and chair all meetings of the Board. In the absence for the chair, the Clerk shall open the meeting and hold an election for a chairperson for the meeting.
2. The Chair may call to order any person who is being disorderly. Such person shall thereupon be seated until the Chair shall have determined whether the person is in order. If the person continues to be disorderly and disrupt the meeting, the Chair may recess in order to call the sheriff to have the person removed from the meeting.

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Adopted September 12, 2023