



**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF MUNCIE
ESTABLISHING POLICIES AND PROCEDURES TO PROTECT DECORUM AND
FOSTER THE EFFECTIVE ADMISTRATION OF PUBLIC MEETINGS.**

WHEREAS, the Common Council of the City of Muncie (the “Council”) serves as the legislative body of the City of Muncie, Indiana.

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

WHEREAS, the Council has previously adopted, it’s Procedural Rules which are codified in Sections 32.01 through 32.42 of the Muncie City Code and govern the manner of conduct and administration of the Councils legislation and public meetings, and,

WHEREAS, the Council believe it is in the best interest of the City, as well as those individuals who choose to attend public meetings of the Council, to adopt standard policies and procedures for the administration of public meetings to supplement or, as necessary, in lieu of the Council’s Rules, 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 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 Council now desire to adopt standard policies and procedures applicable to public meetings held by the Council according to the general parameters stated herein.

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MUNCIE, INDIANA:

1. The Common Council of the City of Muncie hereby adopt the following rules which shall apply to all individuals attending public meetings of the Common Council of the City of Muncie:
 - a. Members of the general public in attendance at a public meeting of the Council have no rights with reference to the meeting except as otherwise provided by law.
 - b. Although members of the general public have no right to speak during a public meeting, the Council, at their sole discretion, may provide for a public comment period, during which time individuals may be given an opportunity to address the Council.
 - c. During any public common 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.
 - f. Any speaker wishing to provide documents to the Council at the meeting shall provide one (1) copy for each of the nine (9) Council members and the City Clerk; 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 on a particular issue and will be given a maximum of three (3) minutes to speak unless a shorter period of time is set forth by the 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 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 Council are authorized, and have sole discretion, to request any person deemed out of order 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 hostile to the purpose of the meeting, the Council may order that the person be removed by members of the Muncie Police Department and be subject to the provisions of Indiana Criminal Code Sections 35-45-1-3(a) and 35-33-1-1(a)(4).
 - o. During its public meetings, the Council will take all measures necessary under the circumstances to maintain order. In exercising this discretion, the Council will be guided by a judicious appraisal of the circumstances, including the conduct and decorum of members of the general public in attendance.
2. Upon the adoption of this Resolution, a copy of the rules stated herein shall be posted outside The Muncie City Council Chambers/Court Room and made available to the general public through the internet website for The City of Muncie, Indiana (insert website here)

3. This Ordinance/Resolution shall be in full force and effect upon passage by the Common Council and signature of the Mayor or override of his veto.

So Ordained/Resolved and Passed by the Common Council of the City of Muncie, Indiana this ____ day of _____, 2020.

| | Yeas | Nays | Abstained | Absent |
|---------------|-------|-------|-----------|--------|
| Aaron Clark | _____ | _____ | _____ | _____ |
| Troy Ingram | _____ | _____ | _____ | _____ |
| Jeff Robinson | _____ | _____ | _____ | _____ |
| Brad Polk | _____ | _____ | _____ | _____ |
| Jerry Dishman | _____ | _____ | _____ | _____ |
| Anitra Davis | _____ | _____ | _____ | _____ |
| Richard Ivy | _____ | _____ | _____ | _____ |
| Ralph Smith | _____ | _____ | _____ | _____ |
| Ray Dudley | _____ | _____ | _____ | _____ |

 _____, President
 City Council, City of Muncie

Presented by me to the Mayor for his approval, this ____ day of _____, 2020

 Belinda Munson,
 City Clerk, City of Muncie

The above Resolution is approved / vetoed by me this ____ day of _____, 2020

 Dan Ridenour

Mayor, City of Muncie

This resolution is proposed by Bradley A. Folk
City Council Member

This resolution is approved in form by J. P. [Signature]
Corporate Counsel