

GREENFIELD FIRE DISTRICT DISTRICT POLICY # 12

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Board of Fire Commissioners Meeting Conduct Policy

PURPOSE

This document outlines the accepted conduct of all guests, residents and Board of Fire Commissioner members during any public meeting of the Greenfield Fire District (GFD).

POLICY/PROCEDURE

All conduct and business conducted in any public meeting held by the GFD Board of Fire Commissioners shall follow these rules:

1. All meetings by the Board of Fire Commissioners shall be conducted in a courteous manner. Members of the public and Board members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of meeting as a forum for politics.
2. Sufficient warnings may be given by the Chairman of the Board of Fire Commissioners at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Chairperson may then cut off comment or debate. Disorderly conduct of any kind will not be tolerated. This includes:
 - a. loud talking in the audience,
 - b. addressing the Board of Fire Commissioners without being called upon,
 - c. allowing cellular telephones, pagers, radios and other digital devices to operate in audible mode
3. Members of the Board, upon recognition by the Chairperson, shall have the privilege of questioning speakers during either Public Comment portion of the Agenda. Time spent during questioning by members of the Board shall not be deducted from the time limit for comment permitted to each speaker.
4. During the public comments period, comments from members of the public will be kept to no more than five (5) minutes.
5. The Chairman shall at the beginning of each meeting instruct both those in attendance as well as members of the Board to utilize a silent alert mode or to mute the sound emitted from all electronic devices in their possession (including but not limited to cellular telephones, pagers, radios, personal data assistants, and hand-held or portable computers). Any members of the fire district and/or emergency services shall be exempt from these provisions; however emergency pagers shall be put on their "silent equivalent" as to minimize disruption to the meeting.
6. Persons attending a Commissioner open meeting may record all or any part of the open portion of the meeting by means of a tape recorder, video camera, or other

means of audio or visual reproduction. Recording equipment shall be located so as not to impair the ability of:

- a. Commissioners to see and hear persons addressing the Board; and
- b. Persons attending the open meeting to see and hear the Commissioners.