



## CITY OF VALLEY PARK

# RULES OF CONDUCT FOR PUBLIC MEETINGS

1. The City of Valley Park Board of Aldermen meetings will begin at 7:00 p.m. The Mayor will call the meeting to order. In the Mayor's absence, the Mayor Pro Tem will call the meeting to order.
2. All attendees are required to conduct themselves in a courteous and respectful manner.
3. The printed agenda will not be deviated from unless agreed to by a majority of the Board.
4. Outbursts, audible comments or private conversations that interrupt the proceedings will not be tolerated. If you wish to speak, fill out a speaker card. If you wish to have private conversations, proceed outside.
5. Persons not on the agenda who wish to speak will be limited to the "Public Comments" portion of the agenda unless addressed by the Mayor or a Board member.
  - Each speaker will state their name, address and will be limited to five (5) minutes which cannot be shared with other speakers.
  - All comments are to be directed to the Board as a body and not to individual members, city staff or other attendees.
  - The Mayor and Board are not required to respond to any subject matter addressed during public comments portion of the meeting.
  - Under state law, the Board may not take action on matters not listed on the agenda. Speakers may comment on any issue however any discussion or debate by the Board is limited to issues or topics on the posted agenda. Any other topic will be referred to staff or properly placed on an agenda for a future meeting.
6. Responses from the Mayor or Board to any comments or statement made during "Public Comment" will be made after all speakers have concluded their remarks.
7. Warning will be given by the Mayor in the event of a violation of the Rules of Conduct. If a violation occurs a second time, the Mayor may ask the offender to leave for the remainder of the meeting. Upon failure to leave the meeting, the offender may be charged with violation of Sec. 210.750 of the Valley Park Municipal Code.