

RULES OF DECORUM GOVERNING PUBLIC CONDUCT
DURING OFFICIAL MEETINGS IN THE CITY OF RIVIERA BEACH

1. **No talking during meetings.**
 - a. Members of the public will refrain from private conversations while meetings are in session.
 - b. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstration are not permitted.

2. **Impertinent remarks prohibited.**

Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing Boards of the City or while attending official meetings shall be removed from the room if so directed by the presiding officer.

3. **Turn off cell phones.**

Cellular telephones and electronic beepers or pagers that will emit a paging or telephone sound shall not be used in the City Council Chambers and must be turned off during all meetings.

4. **Obscene or insulting language prohibited.**

Any audience member acting or appearing in a lewd or disgraceful manner, or who uses opprobrious, obscene or insulting language at official meetings or who does not obey the order of the presiding officer shall be censured by the presiding officer, at the presiding officer's discretion.

5. **No food or beverages allowed.**

Citizens or other visitors attending official meetings shall not bring food or drink into the city council chamber. All attendees shall refrain from eating food inside the council chamber.

6. **Do not approach dais. Public Comment Cards.**

No audience member shall approach the dais immediately preceding the beginning of an official meeting and once the meeting commences. As it relates to Council and CRA meetings, comment cards should be given to the legislative assistant who will hand them to the presiding officer. Public comment cards pertaining to a particular issue on the agenda must be given to the legislative assistant before the discussion of the item has begun.

7. **Sergeant-at-arms.**

Members of the police department shall be sergeant-at-arms of the official meetings of the City of Riviera Beach and shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the meetings.

8. Penalties.

The presiding officer may direct the sergeant-at-arms to remove offenders from the Council chambers if these Rules are not followed. If the presiding officer shall fail to act, any member of the Board may move to require enforcement of the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.

9. Removal from meeting.

Upon direction from the presiding officer, it shall be the duty of the sergeant-at-arms to escort and/or remove any person from the Council chambers, city hall, or city grounds who disrupts the meeting. Once removed, the sergeant-at-arms should attempt to calm the person and explain the law relating to section 810.08, Florida Statutes, "Trespass in structure or conveyance" and Section 871.01, Florida Statutes, "Disturbing Schools and Religious and Other Assemblies". The sergeant-at-arms has the discretion to arrest and charge the person in accordance with sections 810.08 and 871.01, Florida Statutes, as applicable.

Adopted February 2007
Revised date August 2011

CODE OF CONDUCT
GOVERNING ELECTED OFFICIALS
DURING OFFICIAL MEETINGS

1. During official meetings, elected officials shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the assembly.
2. An elected official desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.
3. An elected official desiring to question the administrative staff shall address questions to the city manager/CRA Director who shall be entitled either to answer the inquiries or to designate some member of staff for that purpose. Elected officials members shall not berate nor admonish staff members.
4. An elected official, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a point is raised by another member, or unless the speaker chooses to yield to questions from another member. If an elected official is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the city council.
5. Elected officials shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the assembly.
6. When there is more than one speaker on the same subject, elected officials will delay their comments until after all speakers on the subject have been heard.

*This code of conduct supplements Resolution 47-01.

Adopted February 2007