

**TOWN OF JUPITER INLET COLONY  
PUBLIC PARTICIPATION AND DECORUM RULES**



**WHO MAY SPEAK**

All meetings of the Town Commission are open to the public. They are not, however, public forums. Any individual who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

**SPEAKING ON ITEMS ON THE AGENDA**

- **CONSENT AGENDA ITEMS.** These are items which the Commission does not need to discuss individually, and which are voted on as a group. Any Commission member who wishes to discuss any individual item on the consent agenda may request the presiding officer to remove such item from the consent agenda. Those items removed will be discussed and voted on individually.
- **REGULAR AGENDA ITEMS.** These are items which the Commission will discuss individually. The presiding officer, at his/her discretion, may permit any person to be heard on an item at a non-public hearing.
- **PUBLIC HEARING ITEMS.** This portion of the agenda is to obtain input from the public on ordinances, resolutions and zoning applications and the like. Subject to the rules set forth below, the presiding officer will permit any person to be heard on the item during public hearings.

**SPEAKING ON SUBJECTS NOT ON THE AGENDA**

Any individual may address the Commission on any items pertaining to Town business during the Public Comments portion of the agenda.

**ADDRESSING THE COMMISSION, MANNER, TIME**

Speakers will be given up to three (3) minutes to comment or ask questions unless the presiding officer rules otherwise. The Commission may recall an individual to provide additional information or to answer questions. All comments or questions of the public are to be directed to the presiding officer only. There shall be no cross conversations or questions of other persons.

Individuals wishing to be heard shall raise their hands until acknowledged by the presiding officer. Once acknowledged, speakers shall state their name and address, and address the Commission.

**DECORUM**

If a member of the audience becomes unruly or disruptive, the presiding officer has the right to require the person to leave the room and, if necessary, may order this done by the Town of Jupiter Inlet Colony's Police Department. If an individual or a crowd becomes unruly or disruptive, the presiding officer may recess or adjourn the meeting.

If the presiding officer declares an individual out of order, he or she may be requested to relinquish the floor. If the person refuses to do so, he or she may be subject to removal from the meeting room, if necessary.

## **RECORDING MEETINGS**

Unobtrusive and non-disruptive audio and video recording of meetings is permissible. The area at the North end of the meeting room is hereby designated as the location for the setup and/or utilization of any video recording equipment. Any individual making a video recording of a meeting shall set up a tripod or otherwise locate himself/herself to the rear of all individuals seated at the meeting.