

# Code of Conduct for

## The Sun City Civic Association Members

### **PURPOSE**

The purpose of this policy is to establish rules of decorum for anyone attending any meeting of the Sun City Civic Association (SCCA).

The policy is intended to facilitate the conduct of SCCA meetings in an open and orderly manner and in an environment safe for all persons in attendance.

### **SCOPE OF APPLICATION**

This policy applies to all persons attending SCCA meetings.

### **POLICY**

The Code of Conduct is intended to promote meetings that welcome debate of SCCA policy issues being discussed by the Board, Management, staff or Committees in an atmosphere of fairness, courtesy, and respect for differing points of view.

#### 1. SCCA Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the SCCA meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in all meetings.

#### 2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the meeting with the following restrictions:
  - No objects will be larger than 18 inches by 18 inches.
  - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
  - The items cannot create a building maintenance problem or a fire or safety hazard.

Note: Materials to be utilized by presenters for a scheduled agenda item may exceed size restrictions.

- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

## Code of Conduct for The Sun City Civic Association Members

c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. SCCA staff is authorized to remove items and/or individuals from the meeting if a threat exists or is perceived to exist.

### 3. Addressing the Board/Committee:

a) Persons wishing to address the Board/Committee on any item must complete a Request to Speak form and submit it to the Secretary of Chair prior to the close of the Open Forum portion of the meeting. The Chair will announce names in the order the forms were received, who will then be allowed to speak at the meeting.

b) If you are able, please make your comments from the microphone at the front of the room. If you are unable to do so, you may address the Board/Committee from your seat; however, please speak loudly so that the Board/Committee can hear you.

c) Provide your name and address at the beginning of your remarks for the formal record.

d) Meeting attendees are usually given three (3) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate.

e) Speakers' comments should be addressed to the full body. Requests to engage an individual Board, Committee or staff member in conversation will not be honored. Abusive or threatening language will not be tolerated.

f) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that relevant to the presentation.

f) If an individual wishes to submit written information, he or she may give it to the Secretary, Chair, or other administrative staff at the meeting.

h) Speakers and any other members of the SCCA will not approach the dais at any time without prior consent from the Chair of the meeting.

**Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting, imposition of monetary fines, and/or possible arrest.**