

# DISRUPTION OF A PUBLIC MEETING

Section 2.04.130—Sergeant at arms.

The chief of police, or such member of the police department as he may designate, shall be sergeant at arms of the council meetings. He shall carry out all orders and decorum at the council meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant at arms to place any person who violates the order of the meeting under arrest, and cause him to be prosecuted under the provisions of the ordinances of the city, the complaint to be signed by the presiding officer.

√ Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

√ Request any individual to leave the meeting when that person does not observe reasonable decorum.

√ Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.

√ Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

√ Removal from a meeting will not prevent participation in future meetings.

*"Quality Service  
through  
Pride & Performance"*  
**"We're here for YOU!"**

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was added to the US Flag Code in 1942. The code specified appropriate behavior of the public.

**"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."**



**Unauthorized firearms  
not permitted in the  
Lincoln Community Complex**



*Code of  
Conduct*

*Meetings &  
Court*

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# ATTENDANCE

Regular Council Meetings are held on the 1st and 3rd Tuesdays of each month, and begin promptly at 7:00 P.M.

Visitors are asked to be in attendance at the beginning of the meeting.

✓ Turn off or mute all cell phones, pagers and similar devices. Please exit the chambers if you need to make or receive a phone call, text or other communication.

✓ Appropriate attire, including shoes and shirts are required in Council Chambers and the Municipal court at all times.

✓ For many people public speaking is frightening, and specific issues can be contentious. The audience is asked to refrain from behavior or speech that will interrupt or intimidate a speaker.

✓ Persons in the audience will refrain from creating, provoking or participating in any disturbances that will disrupt the meeting. This includes audible outbursts, such as making loud noises, laughing, clapping, cheering, shouting, taunting, booing, hissing and the interjection of comments or questions; and engaging in side conversations or other activities, behavior or conduct that disturbs, disrupts or impedes the orderly conduct of the meeting.

✓ Side conversations are disrespectful and disruptive to individuals who have the floor. If you find it necessary to discuss something while others have the floor, please exit council chambers and conduct that conversation, quietly, in the lobby.

# ADDRESSING THE COUNCIL IN PUBLIC FORUM

The Council will allow every resident, or their representative, or other interested parties the opportunity to address the body by written and/or verbal communications in regard to any agenda item. The public's input is encouraged and will be considered one of three ways:

1. Placed on Agenda: Any individual that has a matter that needs to be considered by the Council and acted upon shall complete the necessary form on or before the Thursday prior to the next Council meeting. Such form can be obtained at City Hall.

2. Questions/Comments on Action Item: Any individual that anticipates a question/comment on any Action Item set forth in the Agenda shall complete a form prior to the Council meeting in order to be recognized by the Mayor and heard by the Council.

3. Public Forum: Any individual that desires to inform the Council of any matter that effects the City of Torrington which is not set forth on the current agenda shall complete a form prior to the Council meeting in order to be recognized by the Mayor and heard by the Council. These matters should be explained in two minutes or less.

## When Recognized:

✓ Come to the podium, and clearly state his/her name and address in an audible tone for the record. No one may address the council from their seat.

✓ All remarks from the public shall be directed to the Mayor; shall not be used as a forum for personal politics and shall be limited to items of business that fall under the jurisdiction of the Torrington City Council.

✓ Large groups are asked to appoint a spokesperson to avoid long periods of public comment and repetition.

✓ Common courtesy and respect is expected towards the Council while making public address. The use of profanity, loud, threatening or condescending comments towards the Council, City staff or members of the public will be cause for removal from the meeting. No person shall make personal, impertinent or slanderous remarks, or otherwise disturb the order and decorum of any council meeting.

✓ The display of signs, posters and other written communication by audience members may obstruct the view of others, disrupt the decorum of the meeting, and may even cause injury.

Therefore, no person shall carry, exhibit or display a sign, poster, picture or similar image or written communication inside chambers without prior authorization of the presiding officer except for display and use as a visual aid while presenting a matter to the council during the time allowed for presentation.