



Municipality Alleyn and Cawood

Declaration of Decorum for Council Meetings

1. **Respectful Communication:**
 - All members and attendees shall speak respectfully to one another.
 - Personal attacks, derogatory language, or offensive remarks will not be tolerated.
2. **Orderly Conduct:**
 - Only one person may speak at a time, and speakers must be recognized by the mayor before speaking.
 - Interruptions and side conversations are prohibited.
3. **Adherence to Agenda:**
 - Discussions should remain focused on the agenda items.
 - Interruption or unrelated matters should be reserved for another appropriate time.
4. **Time Management:**
 - Speakers must adhere to allotted speaking times to ensure all agenda items are covered.
 - The mayor has the authority to enforce time limits.
5. **Listening and Consideration:**
 - All participants should actively listen to the speaker and consider different viewpoints.
 - Decisions should be made after thoughtful deliberation.
6. **Use of Technology:**
 - Mobile phones and electronic devices should be silenced.
 - Unauthorized recordings or photographs are not allowed.
7. **Public Participation:**
 - Members of the public are encouraged to participate in a respectful manner.
 - Public comments should be concise and relevant to the agenda items and asked only during the Question Periods.
 - The Elected Officials or the Director General do not need to answer the questions of the public right away. Some questions could require research and cannot be answered right away, an answer will be given at the next Council Meeting or by email.
8. **Confidentiality:**
 - Sensitive or confidential matters discussed in the working meeting must remain within the council.
 - Unauthorized disclosure of confidential information is prohibited.
9. **Enforcement:**
 - The mayor has the authority to enforce these rules and may take appropriate action to address violations, including issuing warnings, requiring apologies, or removing disruptive individuals.
 - The mayor can ask participants to leave the meeting if any of these rules are not followed.
10. **Amendments:**
 - This Declaration of Decorum may be amended by a majority vote of the council members.

By adhering to these guidelines, we aim to create a respectful, productive, and efficient environment for our council meetings.