

**TWO EXITS FROM THE COUNCIL CHAMBERS ARE LOCATED IN THE ROOM. LIGHTED SIGNS MARK EXITS AT THE FRONT AND AT THE REAR. THESE EXITS ARE TO BE USED IN CASE OF FIRE.**

**THESE RULES WILL APPLY TO ALL MEETINGS OF COUNCIL.**

**HAMILTON TOWNSHIP COUNCIL  
SPECIAL RULES OF ORDER**

To ensure that meetings proceed in a fair and impartial manner and that each person's rights will be protected, the SPECIAL RULES OF ORDER listed below will prevail at all meetings of Council. Persons not following these rules can be removed from the meeting.

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- Council meetings will not extend beyond **11:00PM** unless deemed necessary by the Presiding Officer. Meetings may be adjourned at any time at the discretion of Council.
- So as not to cause a distraction, cell phones are to be turned off or put on silent; signs are not permitted; political comments are not permitted.
- Persons are to be recognized by the Presiding Officer before approaching the microphone to speak. Speakers will state their name and address each time they address Council.
- Anyone who wishes to address Council during the public comment portion must sign up on the Public Comment Sign-up Sheet and will be called to speak in the order they signed up.
- A time clock will be used to limit speakers to four (4) minutes to address Council regarding Resolutions, Consent Agenda, second-reading Ordinances or during regular public comment. The Presiding Officer may amend this time limit if so stated at the **start** of the meeting.
- No one will be invited to speak a second time until speakers who have signed up have spoken for a first time. Speakers, upon return, will be limited to two (2) minutes regarding Resolutions, Consent Agenda, second-reading Ordinances and during regular public comment. The Presiding Officer may amend this time limit if so stated at the **start** of the meeting.
- Speakers who have not signed up to speak will have the opportunity to address Council after previous speakers have done so. The same time limits will apply. Persons who have not signed up should raise their hand and wait to be called on by the Presiding Officer.
- All comments and questions will be directed through the presiding officer.
- Speaking without being recognized by the Presiding Officer is not allowed. Shouting, unruly behavior and abusive or offensive remarks are strictly prohibited and **will be** cause for removal from the meeting. Persons using profanity **will be** cause for removal. Distractions will not be permitted and side conversations should be moved to outside Council Chambers.
- Pursuant to any video recording of Council Meetings please refer to Ordinance 18-033 effective August 20, 2018. Persons recording Council Meetings should be in the last two rows or against the side wall so as not to interfere with the viewing of the meeting by others.
- All rules may be amended, altered or suspended if so announced by the Presiding Officer at the start of the meeting.