

## Twentynine Palms Public Cemetery District

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 4210

4210.1 Rules of order. Meetings of the Board of Trustees shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any order. The Board Chairperson, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider, and take any needed action with respect to reports of accomplishment of District operations.

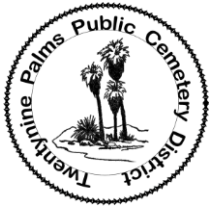
4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and public comment at a regular Board meeting for matters within the jurisdiction of the Board of Trustees, shall be as followed:

4210.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.2 The Board Chairperson may allow additional time per speaker, and per subject, when necessary for a full and fair proceeding.



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4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board Chairperson, of that person's privilege of address.

4210.4.4 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Trustees shall not be permitted. If the Chairperson finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room, and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be permitted to remain in the meeting.