

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
BRISTOL, INDIANA ESTABLISHING POLICIES AND  
PROCEDURES FOR PUBLIC MEETINGS

WHEREAS, the Town of Bristol, Indiana (the "Town") is a duly formed municipal corporation within the State of Indiana governed by its duly elected Town Council (the "Council"); and

WHEREAS, Indiana Code § 5-14-1.5-3.3 permits the Council to adopt reasonable rules and policies governing the conduct of its meetings, to include, among other things, reasonable restrictions on the time allotted for attendees to speak on a topic, reasonable steps to maintain order during a meeting with respect to attendees and the elected officials of the governing body, and a procedure for the presiding member of the governing body to issue warnings to attendees who disrupt a meeting; and

WHEREAS, the Council desires to provide for policies and procedures to govern its meetings in accordance with Indiana law.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana as follows:

- Section 1. The foregoing Recitals are fully incorporated herein by this reference.
- Section 2. The Council, pursuant to Indiana Code §§ 5-14-1.5-3 and 5-14-1.5-3.3, hereby adopts the reasonable rules and procedures attached hereto as **Exhibit A** and incorporated herein by reference to govern the public comment portions of the Council's meetings.
- Section 3. This Resolution shall be effective as of the date of its adoption by the Council.

\* \* \* \* \*

RESOLVED THIS \_\_\_\_\_ DAY OF SEPTEMBER 2024.

TOWN COUNCIL OF THE  
TOWN OF BRISTOL, INDIANA

\_\_\_\_\_  
Jeff Beachy, President

\_\_\_\_\_  
Cathy Burke

\_\_\_\_\_  
Raymond Dean Rentfrow

\_\_\_\_\_  
Gregg Tuholski

\_\_\_\_\_  
Doug DeSmith

ATTEST:

\_\_\_\_\_  
Cathy Antonelli, Clerk-Treasurer

**EXHIBIT A**

**Public Comment Period Rules**

**[Attached]**

**Town of Bristol, Indiana**  
**Rules for Public Comment at Public Meetings of the**  
**Town Council of the Town of Bristol, Indiana**

These Rules for Public Comment (the “Rules”) at Public Meetings of the Town Council (the “Council”) of the Town of Bristol, Indiana (the “Town”) are adopted to provide for the orderly and civil conduct of the Council’s public meetings (each a “Meeting”) and shall be enforced by and at the discretion of the presiding officer for such Meeting.

Meetings of the Council may include opportunities for members of the public to provide general comments to the Council (known as “Privilege of the Floor”) and public hearings on certain items of business as required by law (known as “Public Hearings”) (Privilege of the Floor and Public Hearings are each a “Public Comment Period” and collectively “Public Comment Periods”).

Individuals that would like to be heard during Public Comment Periods the must be recognized by the presiding officer before speaking. Public Comment Periods shall be organized by utilizing a sign-in sheet, which a person intending to address the Council must complete with their name and address before addressing the Council, unless such requirement is waived by the Council. When addressing the Council, the person must identify themselves by their name and address.

1. For Public Comment Periods, each speaker is allowed three (3) minutes, unless time is extended by the presiding officer. Public Comment Periods shall be limited so that the length of the Meeting does not exceed two (2) hours unless such time is modified by a majority vote of the Council.
2. Each attendee shall be permitted to speak only once during a Public Comment Period. Meeting attendees may not “donate” their speaking time to another person.
3. During a Public Comment Period that includes a public hearing as required by law, speakers are not permitted to comment on topics unrelated to the issue that is the subject of the public hearing.
4. All remarks should be addressed to the Council as a whole.
5. All speakers shall refrain from comment or behavior that involves:
  - a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities;
  - b. The private activities, lifestyles, or beliefs of others, including Town employees and elected officials, that are unrelated to the business of the Council or the Town;
  - c. Advertising or promoting the sale of products, services, or private enterprise;

- d. Promoting any contest or lottery; or
- e. Promoting candidates for public office or upcoming ballot measures.

6. In addition to the limits specified above, the presiding officer may set other reasonable, viewpoint-neutral limits to prevent disruption of the Meetings.

7. These Rules do not permit members of the public to join in debate or discussion with speakers, members of the Council, other Town elected or appointed officials, or with other members of the public present at any Meeting, e.g., no “back and forth.” The Council may, but is not obligated to, provide responses to questions or comments presented by persons during Public Comment Periods.

8. Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.

9. These Rules are intended to foster a fair, respectful, and productive meeting. Any person who violates these rules will be declared out of order by the presiding officer and will receive a warning. If an attendee receives three (3) warnings, the presiding officer may, upon issuing the third warning, direct: (1) the attendee to leave the meeting; and (2) a law enforcement officer to remove the attendee from the meeting, if the attendee refuses to leave when directed by the presiding officer for a violation of these Rules. Nothing in these Rules may be construed to prohibit a law enforcement officer from immediately removing an attendee from a meeting if: (1) removal of the attendee is necessary to maintain order or ensure the safety of another person; (2) the attendee commits a criminal offense; or (3) the attendee violates these Rules. *See* Ind. Code § 5-14-1.5-3.3.