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**KINGSBURG TRI-COUNTY HEALTH CARE DISTRICT
RULES OF DECORUM AND CIVILITY**

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APPROVED BY THE BOARD OF DIRECTORS ON:

May __, 2023

ATTEST:

Lori Sanders, Board Secretary

Date

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Goal: To establish rules regarding decorum and civility for the Kingsburg Tri-County Health Care District (“**District**”) for all meetings of the District’s governing Board of Directors (“**Board**”).

1. Policy

It is the policy of the District that the public and members of the Board must be able to attend, observe and participate at public meetings of the District’s governing body; however, expression is subject to valid regulations. At any regular meeting, the public has a right to address the District on any matter which is within the District’s subject-matter jurisdiction. The public and members of the Board have a right to express their criticism or opposition to policies, procedures, programs and services of the District.

2. Presiding Officer

The Chairperson of the Board or such other person (“**Presiding Officer**”) prescribed in the operative District Bylaws or applicable Board resolution must preside over all Board and Board committee meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time. It shall be the responsibility of the Presiding Officer, who shall have all of the necessary authority, to maintain and/or restore order during the District’s Board and Board committee meetings, for the purpose of allowing the Board or Board committee to conduct the District’s business on behalf of the public. The Chairperson has the right to impose a requirement of having licensed security staff or sworn law enforcement personnel present during each, any or all Board and Board committee meetings, including causing the cost thereof to be incurred by the District.

3. Board Officers

While a Board or Board committee meeting is in session, all Board members must preserve order and decorum. except as otherwise herein provided A Board member must not by conversation or otherwise: (1) delay or interrupt the proceedings or the peace of the Board; (2) disturb any other Board member who is speaking; nor (3) refuse to obey the orders of the Presiding Officer (or of a majority of the Board, which may vote to overrule the Presiding Officer). No person shall be permitted to interrupt any speaker who has the floor, except for a Board member to raise a question of order.

4. Addressing the Board

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- A. Speakers. Any person addressing the Board on either an agenda item or general public comments must step to the podium before the Board and, after being recognized by the Presiding Officer, must provide for the record their name and an address where they can be contacted. All remarks must be addressed to the entire Board as a body, and not to any individual Board member, staff member or consultant of the District. No member of the public shall approach the speaker's podium while a District meeting is in session, unless specifically requested to do so by the Presiding Officer.

- B. Public Comment. Members of the public may comment on any item not appearing on a regular meeting agenda but within the subject-matter jurisdiction of the District ("**general public comment**"). Under State law, matters presented by members of the public under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration, and the Presiding Officer may at any time set a maximum allotment of time for public comment. Any person addressing the Board during the general public comment period will be limited to a maximum of five (5) minutes so that all interested parties have an opportunity to speak, with an overall total allotment of twenty-five (25) minutes for the general public comment period. The Presiding Officer and a majority of the Board (which may vote to overrule the Presiding Officer) shall each have the discretion to modify the time limits on public comment.

- C. Written Communications. Interested parties or their authorized representatives may address the Board by written communications in regard to matters within the subject-matter jurisdiction of the District.

- D. Meeting Documents. For documents distributed to the Board less than 72 hours before a regular meeting, any public records which are subject to public inspection and pertain to an open-session item on the regular meeting agenda shall be available online (www.kthd.org/meetings) and/or at the following address at the time they are distributed to a majority of the Board: 1425 Marion Street, Kingsburg, California 93631. Public records distributed to the Board at a public meeting will be available to the public at such meeting if they were prepared by the District. Exemptions and details in Government Code Section 54957.5(a) shall apply.

- E. Public Hearings. Interested persons or their authorized representatives may address the Board by reading protests, petitions or communications relating to matters then under consideration, subject to the time limitations imposed under this policy.

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5. Meeting Disruption

- F. Warning and Removal Process. Pursuant to Government Code Section 54957.95, any person(s) who willfully engages in behavior during a meeting of the Board or Board committee where such behavior actually disrupts, disturbs, impedes or renders infeasible the orderly conduct of the meeting may be warned by the Presiding Officer (or a majority of the Board if the Presiding Officer fails to do so) that such behavior is disruptive and a failure to cease could result in removal from the meeting. If disrupting behavior from such person(s) continues after a warning is given to the disruptive person(s), the person(s) will be expelled from the meeting and removed if they refuse to leave. Disrupting behavior includes a failure to comply with any reasonable and lawful regulation adopted by the Board.
- G. Examples of Disruptive Conduct. Unruly conduct by an individual and/or group, such as loud and unreasonable noise, hissing, profanity, insult, fighting words, obscenities or physical disturbance which disrupts, disturbs, impedes or renders infeasible the orderly conduct of the Board or Board committee meeting is not be permitted and is subject to the above-described warning and removal process.
- H. Signage. Any person(s) or group(s) who bring signage to hold/display must not obstruct or interfere with the participation and view of other members of the public in the meeting chambers.
- I. Use or True Threat of Force. Individuals who engage in behavior constituting a use of force or a true threat of force will be removed from a meeting without the above-described warning and removal process. [Government Code § 54957.95 (a)(2).]
- J. Authority to Clear Room Where Meeting Willfully Interrupted. In the event that any meeting is willfully interrupted by any group(s) of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board members conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code § 54957.9. Nothing shall prohibit the Board from establishing a procedure for re-admitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

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K. Disturbance of public assembly or meeting. Under Penal Code § 403, every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting which is not illegal in character, is guilty of a misdemeanor.

The Kingsburg Tri-County Health Care District's Board of Directors formally adopted the foregoing Rules of Decorum and Civility at a regular meeting of the Board of Directors held on _____.

ATTEST:



Kenneth Crabb, Board Secretary

Date