



<b>Policy Title</b>	Decorum in Chambers Policy
<b>Authority</b>	Council
<b>Approved (Dates/Motion #)</b>	Mar. 8, 2021 (M# TOB64/21)
<b>Policy Number</b>	P-TOB11/002-21
<b>Review</b>	To be reviewed annually at the Organizational meeting
<b>Reviewed by/date</b>	Council on October 10, 2023

## Policy Statement

The purpose is to establish decorum within the Council Chamber for Council or Committee meetings

## Definitions

**Chamber** – means the Council Chamber of the Town where business is conducted.

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Council** – means the elected body of the Town.

**Elected Official** – means an elected representative of the Town tasked with local governance in Bassano.

**Electronic Devices** – means any electronic device that may interrupt or interfere with a meeting that includes but is not limited to cellular phones, tablets, iPads or devices with notifications.

**Town** - means the incorporated municipality of Bassano.

**Mayor** – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

**Meeting** – means a council meeting, sub-committee meeting, board meeting, commission meeting, corporation meeting, function, or conference established by a motion of council that authorizes an elected official's attendance within the approved annual budget.

## Responsibility

It is the responsibility of the Council to ensure this policy is implemented.

## Statement

It is expected that members of Council and Committees along with members of the public that attend meetings of Council should respect the members and the institution.

## Process

1. All persons entering the Chamber for a meeting with Council or a Committee of Council are expected to remove their head covering, with the exception of a religious head covering, and turn their electronic devices off or put their electronic devices on vibrate.
2. Signage will be placed at the doorway of the Chamber to advise the public a head covering, with the exception of religious head covering, and the use of electronic devices are not permitted within the Chamber.
3. The Chairman of the meeting that is proceeding may request anyone who does not remove their head covering, with the exception of religious head covering or uses an electronic device to do so to respect the decorum of the meeting, or alternatively to leave the room.
4. The following policy is hereby rescinded:
  - 4.1 Policy TOB-204 Head Covering and Use of Cell Phones in Council Chambers

END OF POLICY