

CITY OF TAYLOR



RULES OF DECORUM

Adopted

By

Resolution R25-25 on November 13, 2025

RESOLUTION NO. R25-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, ADOPTING RULES OF DECORUM GOVERNING CITY COUNCIL, BOARD, AND COMMISSION MEETINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Taylor recognizes the importance of providing citizens with the opportunity to participate in public meetings of the City Council, as well as City boards and commissions, in a fair, orderly, and respectful manner; and

WHEREAS, the City Council finds that clear rules governing citizen comments and meeting decorum preserve the dignity of the Council Chambers and other City meeting venues, ensure that meetings are conducted efficiently, and allow all participants to be heard without disruption; and

WHEREAS, the City Council seeks to adopt uniform rules that balance the public's right to address the City's governing and advisory bodies with each body's responsibility to conduct meetings in compliance with the Texas Open Meetings Act and other applicable laws; and

WHEREAS, the City Council finds it to be in the best interest of the City and its residents to formally adopt Rules of Decorum Governing City Council, Board, and Commission Meetings to ensure consistency, fairness, and civility in all City proceedings;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, THAT:

Section 1. Adoption of Policy. The Rules of Decorum Governing City Council, Board, and Commission Meetings, attached hereto as *Exhibit "A"* and incorporated herein by reference, are hereby adopted as the official rules of the City of Taylor governing public participation and decorum at all meetings of the City Council and all City boards and commissions.

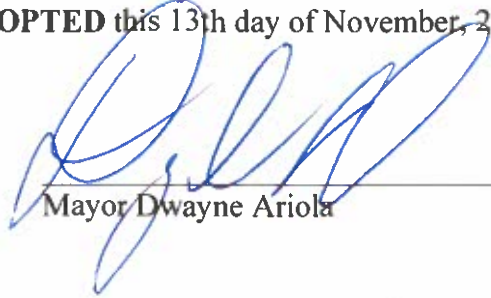
Section 2. Authority of Presiding Officers. The Presiding Officer of the City Council, and the Chair or Presiding Officer of each City board or commission, shall have the authority to enforce the Rules of Decorum adopted herein and to preserve order at all meetings conducted under their jurisdiction.

Section 3. Supersession. This Resolution supersedes any prior rules or policies inconsistent with the *Rules of Decorum Governing City Council, Board, and Commission Meetings* adopted herein.

Section 4. Severability. If any provision of this Resolution or the attached Rules is held to be invalid or unenforceable by a court of competent jurisdiction, such finding shall not affect the validity of the remaining provisions.


Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 13th day of November, 2025.



Mayor Dwayne Ariola

ATTEST:



City Clerk, Lucy Aldrich



EXHIBIT A

CITY OF TAYLOR

**RULES OF DECORUM AT CITY COUNCIL, BOARD, AND
COMMISSION MEETINGS**

Purpose

It is the desire of the City Council, City boards, and commissions to hear from the citizens of Taylor, stimulate discussion, and provide a forum for cordial and meaningful public debate on matters that are properly a concern of the respective body. The following rules shall control and govern audience comments and general decorum during meetings of the City Council, as well as City boards and commissions.

Rules for Audience Comments

Immediately preceding the opening of a public hearing, the Presiding Officer (Mayor, Chair, or their designee) may direct the City Secretary or staff liaison to read the rules governing citizen comments. Generally, the rules for a Public Hearing are the same as for Citizen Comments below; however, the Presiding Officer may alter them in advance of the hearing if reasonably necessary to facilitate audience input, deliberations, and an efficient meeting.

Rules Governing Citizen Comments and Public Hearings

The following rules apply to all public hearings and citizen comment periods during meetings of the City Council, boards, and commissions.

1. **Recognition.** Citizen comments are limited to individuals who have been acknowledged by the Presiding Officer and who speak from the designated microphone.
2. **Time Limits.** Each speaker is limited to a maximum of three (3) minutes, unless otherwise extended by the Presiding Officer.
3. **Speaker Cards.** No individual may address the Council without submitting a speaker card, either online or in person, to the City Secretary, board secretary, or staff liaison clearly stating the subject on which the individual wishes to speak. If the subject does not pertain to City business, the Presiding Officer may so advise the individual and recommend how the issue may otherwise be addressed.
4. **Agenda vs. Non-Agenda Items.**
 - Citizens speaking on agenda items must restrict their comments to the subject matter listed. They may speak during the Citizen Comment portion of the agenda or when the Council, board, or commission takes up that item.

- Citizens speaking on non-agenda items may only do so during the Citizen Comment portion of the agenda.
- The Council, board, or commission may not deliberate or act on non-agenda items, except to (a) provide specific factual information, (b) recite existing policy, or (c) propose placing the subject on a future agenda.

Decorum and Conduct

1. **Respectful Conduct.** Proper respect, decorum, and civility shall prevail at all times. Threats, obscene or profane language, incitement of violence, or conduct that materially disrupts the meeting is prohibited.
2. **Speakers shall direct their remarks to the City Council, board, or commission as a body.** Occasional remarks to other attendees or members of the audience are permissible so long as they do not disrupt the meeting, interfere with the Council's ability to conduct business, or otherwise violate these rules.
3. **Prohibited Behavior.** The following conduct is prohibited:
 - Loud arguing, intimidation, or disruption of speakers or attendees.
 - Unauthorized remarks from the audience, stomping of feet, whistles, yells, or other disruptive behavior.
 - Display of placards, banners, or signs in a manner that obstructs views, impedes safety, or disrupts proceedings. Handheld signs that do not block others' view may be allowed at the discretion of the Presiding Officer.
 - Obscene, indecent, or profane clothing, symbols, or signs are prohibited within the Council Chambers or meeting area.
 - Use of City audio-visual equipment for citizen presentations without prior approval from the City Secretary at least 24 hours in advance. Approval is subject to security and technical considerations. Hard copies of any presentation materials must be provided to the City Secretary or staff liaison for inclusion in the official record.
4. **Applause.** Applause of appreciation may be permitted when recognizing a significant event or achievement. Otherwise, applause or demonstrations that disrupt the flow of the meeting are prohibited.
5. **Workplace Conduct.** Council, board, and commission meetings are a workplace for City staff, officials, and board and commission members. Conduct that constitutes harassment under federal, state, or local law is prohibited.

Preservation of Order

1. The Presiding Officer (Mayor, Chair, or their designee) shall preserve order and decorum.

2. The Presiding Officer may issue a warning to any individual violating these rules. If the conduct continues, the individual may be directed to leave the Council Chambers or meeting location.
3. The Presiding Officer may order removal of any individual who engages in behavior that materially disrupts the meeting or prevents others from exercising their right to address the Council, board, or commission.

Applicants

An applicant appearing before the City Council, board, or commission seeking approval for items such as contracts, permits, or development authorizations is limited to a maximum of ten (10) minutes for an initial presentation, unless otherwise allowed by the Presiding Officer. An applicant who has completed an initial presentation must again be recognized by the Presiding Officer before returning to the podium to provide additional comments or answers.