



**ACTON TOWN COUNCIL**  
**P.O. BOX 810, ACTON CA. 93510**

## **STANDARDS OF DECORUM (Approved 2015-10-19)**

All communication of the Acton Town Council to anyone outside of the Council, written or oral, will conform to the following Standards of Decorum.

1. Written and oral communication by a member representing the Council will conform to the Council's Standards of Decorum as well as being limited to content which is a true representation of Council decisions and/or positions.
2. These standards apply in any communication where a member identifies that he/she is a member of the Council unless there is a disclaimer made removing any doubt as to the involvement of the Council.
3. The tone and demeanor of any communication by a member of the Council will reflect a professional manner.
4. Viewpoints may differ, however the Town Council as a matter of policy does not support any statement by a Member that in any way reflects on the intelligence, dignity, or worthiness of another individual, and does not support any statement reflecting that anyone is intentionally distorting facts.
5. Written and oral communication from all members of the Town Council will conform to legal and ethical standards that would be required in a court of law.
6. All written communication from the Council or its committees and subcommittees shall be copied to the Recording Secretary simultaneous to its transmission and to

[atc@actontowncouncil.org](mailto:atc@actontowncouncil.org). The Recording Secretary shall maintain said copy as a permanent record of the Council and will also have it available for review by request and at the next regular meeting of the Town Council.

7. Any Council Member who makes statements outside of the issues expressly stated by the Council is not representing the Town Council and is responsible for said statements.

The aforementioned Standards shall be binding on all Members of the Town Council and its committees and subcommittees.

### **Decorum at Meetings of the Council—Members**

All communication by Members of the Council shall conform to the Standards of Decorum whether they are addressing another member of the Council or the Public.

### **Decorum at Meetings of the Council—Public**

1. Individuals requesting to speak should stay seated and raise their hand, or step to the Center Podium, and wait to be recognized.
2. Once recognized the Speaker should state their name and the city where they reside then state what item they will be speaking on. Individuals are limited to the time noted on the Agenda unless additional time is granted by the Presiding Officer. A timekeeper may be appointed at each meeting.
3. The Speaker should address the Council and not other members of the audience.
4. If the Speaker wishes to discuss an item not on the Agenda, it should be addressed during the Open Forum section of the Agenda.
5. Speakers should stay on topic.

6. Personal attacks, comments, threats or derogatory statements will not<sup>1</sup> be allowed or tolerated.

STANDARDS OF DECORUM ADOPTED NOVEMBER 4, 1991 AND  
AMENDED OCTOBER 19, 2015

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<sup>1</sup> Added the word “**Not**”, Tom Costan 05/01/16