

**TOWN OF LYONS, COLORADO  
RESOLUTION 2022-57**

**A RESOLUTION OF THE TOWN OF LYONS, COLORADO  
APPROVING A REVISED POLICY FOR  
REMOTE RULES OF DECORUM AND ETIQUETTE**

**WHEREAS**, the Board of Trustees of the Town of Lyons (“the Board”) is authorized to adopt policies and regulations concerning the conduct of public meetings; and

**WHEREAS**, pursuant to resolution 2021-17 the Board adopted rules of decorum and etiquette for remote meetings in the Town of Lyons (“the Town”); and

**WHEREAS**, the Town continues to conduct remote and hybrid meetings do to the public health emergency created by Corona Virus 2019 (“COVID-19”); and

**WHEREAS**, to increase the effectiveness of Board and Commission meetings, the Board wishes to adopt revised rules of decorum and etiquette for remote meetings

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF LYONS, COLORADO THAT:**

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. The Board of Trustees hereby approves a new Policy Concerning the Rules of Decorum and Etiquette for Remote Meetings of the Town of Lyons, Colorado, as set forth in **Exhibit 1** attached hereto, which shall be applicable to all remote meetings of Town Board and Commissions.

Section 3. This resolution shall take effect immediately upon its approval by the Board of Trustees.

**ADOPTED THIS 16<sup>th</sup> DAY OF May 2022.**

TOWN OF LYONS, COLORADO

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Hollie Rogin, Mayor

ATTEST:

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Dolores M. Vasquez, CMC – Town Clerk

## **EXHIBIT 1**

### **Policy Concerning the Rules of Decorum and Etiquette for Remote Meetings of the Town of Lyons, Colorado**

*Revised May 16, 2022*

To strike a balance between meaningful, transparent engagement, and online security, the following rules will be applied for public meeting of Town of Lyons Boards, Commissions, and Committees. Such rules shall be posted with the agenda for public meeting of Lyons Boards, Commissions, and Committees.

- This meeting has been called to conduct the business of the Town of Lyons. Activities that disrupt, delay, or otherwise interfere with the meeting are prohibited.
- When recognized to speak by the person presiding over the meeting, speakers shall conduct their public comments in a manner which are civil, courteous, concise, and refrain from invoking vulgarity or violence.
- The time for speaking or asking questions may be limited. No person shall speak except when recognized by the person presiding at the meeting, and no person shall speak for longer than the time allotted.
- Each person shall register to speak at the meeting using that person's full, real name. If an individual comes into the meeting with a telephone number or a name associated with a specific device, i.e. Tom's iPad, the host may ask for that the name be changed to the full name of the individual. If the person does not change their name after requested to do so, the Mayor or Chairperson may ask that the person be removed from the meeting platform by the host. Persons not wishing to register using their full, real name then that person may connect to the meeting through the Town's video stream of the meeting.
- Each person who is recognized by the person presiding over the meeting shall provide their full name and street address for the record. P.O. Boxes will not be permitted for addresses.
- No video will be permitted except for Town officials, employees, and invited speakers/presenters. All others will participate by voice only and shall not activate their video camera unless permitted to do so by the person presiding at the meeting.
- Only the host and individuals designated by the host will be permitted to share their screen during this meeting.
- The person presiding at the meeting shall enforce these rules by muting anyone who violates any rule.
- Repeated violations, including actions which solely serve to delay or inhibit the public meeting, shall be enforced by removing the offender from the remote meeting. The presiding officer of the meeting may request that a person be removed from the remote meeting upon stating the reason for the violation and asking the host to remove them.