



## **TOWN OF ST. JAMES Policies and Procedures for Town Meetings**

The following rules are adopted by the Town of St. James Town Council regarding any public meetings:

- No one will be admitted to a Town meeting of any kind in excess of the room's capacity, as rated by the Brunswick County Fire Marshal.
- All exits, both internal and external, will be kept clear. There will be no gathering either outdoors or indoors in such a way as to exceed the capacity of those areas, or block the exits.
- No alcohol will be allowed at any Town meeting.
- The Town will consider off-site rental of large meeting space for potentially contentious meetings where large numbers of attendees are expected.
- For all meetings anyone wishing to address the Council must come forward to a podium, which will be turned to face the Council, sign in, announce his or her name, and make comment. See the Public Comment Policy for additional requirements regarding public speaking and comments at public meetings.
- The monthly Town Council public meeting shall be visually recorded and made available via the town's website for viewing by the public the next business day following the public meeting.
- If any threatening gestures or actions are seen, the meeting will be immediately adjourned and the person making the threatening gestures required to leave. If necessary, the Sheriff's office will be called.
- If advisable, off-duty Sheriff's deputies will be hired to maintain order at any potentially contentious meetings.

Adopted this the 2<sup>nd</sup> day of August, 2023.