



**Over-the-Rhine Community Council
Rules of Decorum
(August 23, 2011)**

Welcome to the monthly meeting of the Over-the-Rhine (OTR) Community Council. Our primary mission is to represent the interests of the residents. We also work on behalf of people who work in OTR and the many organizations that conduct their business here. And, we promote OTR to visitors who come to enjoy our unique community's people, businesses, cultural attractions and institutions.

Our values drive the business that we do and the way we conduct our meetings. Those values are:

- working together to strengthen and improve the OTR community;
- the orderly exchange of facts, information, ideas and opinions;
- respect for one another;
- courteous behavior during the meeting;
- in return for the privilege to speak at the meeting, agreement to follow our rules of decorum;
- silence when people are speaking and listening to what they say.

So that you may have a positive experience and successfully contribute to the meeting, please follow these rules of decorum:

1. **Registration.** We ask all persons attending to register at the membership table. There are separate sign-in sheets for members and guests. Your name, address, phone number and e-mail are requested. Please print legibly.
2. **Organization of the Meeting.** We use a published agenda to conduct business and a few copies are available at the membership table. We use *Robert's Rules of Order* to conduct the business of the OTR Community Council.
3. **Voting.** To vote, a person must be a resident of Over-the-Rhine and have purchased an annual membership on or after April 1 of the current year. New and lapsed members have a one-month waiting period before voting privileges are activated.
4. **Seating.** Please be seated during meeting.
5. **Speaking.** If you wish to speak, please raise your hand and wait to be recognized by the chair.
6. **Comments.** Please limit your comments to the topic under discussion. Comments about another person or group are not appropriate.
7. **Disruptions.** Persons disrupting the meeting (e.g., name calling, interrupting the speaker, failure to follow the orders of the chair, etc.) will be asked to leave by the Sergeant at Arms (appointed by President). If a person does not leave, security will be summoned.

Thank you for your cooperation in making our meetings successful.