



Terry Arps, Mayor, Trustee One  
Jerrod Davis, Trustee Two  
Carla Caruthers, Vice-Mayor, Trustee Three  
Jeff Schwarzmeier, Trustee Four  
Cindy Taylor, Trustee Five

## **CODE OF CONDUCT FOR THE TOWN OF LUTHER PLANNING COMMISSION, PARKS COMMISSION, BOARD OF ADJUSTMENT, AND BOARD OF TRUSTEES.**

### **1. Purpose**

This Code of Conduct is adopted to promote orderly, respectful, and efficient public participation at meetings of the Planning Commission, Parks Commission, Board of Adjustment, and Board of Trustees. Its purpose is to allow meaningful public input while preserving the orderly conduct of meetings required by Oklahoma law.

### **2. Applicability**

This policy applies to all persons wishing to speak during any public participation period or on any agenda item during a duly noticed meeting. It applies to regular, special, reconvened, and other meetings subject to the Oklahoma Open Meetings Act.

### **3. Public Participation Limits**

Each speaker shall be limited to:

- Two minutes on each agenda item on which public comment is permitted.
- Two minutes during the public participation portion of the meeting, when listed on the meeting agenda.

The time limit begins when the speaker starts speaking and includes any questions, interruptions, or exchange with the chair unless the chair specifically extends time. A speaker may not cede, pool, or transfer time to another speaker unless the chair authorizes additional time for a recognized group representative. Each speaker will state their name before speaking.

### **4. Order of Speakers**

Speakers shall be recognized by the chair in the order in which they sign up or are called, as established by the meeting procedure. Each speaker should state their name and, if applicable, address or affiliation before speaking. The chair may require speakers to identify the agenda item they intend to address.

### **5. Decorum Rules**

Speakers shall:

- Address remarks to the board, not individual members of a board, and not to those seated in the gallery.

- Refrain from personal attacks, threats, profanity, or disruptive conduct.
- Stay on the subject matter of the agenda item or public participation topic.
- Avoid interrupting others or speaking out of turn.
- Comply immediately with directions from the chair to maintain order.

#### 6. Agenda Item Comment

Public comment on agenda items is limited to the specific item then under consideration. The board shall not deliberate on matters not properly noticed on the agenda, and members should avoid back-and-forth discussion during public comment that could create Open Meeting Act concerns. If a matter is not on the agenda, the chair may rule the comment out of order or defer it to the public participation section.

#### 7. Public Participation Period

The public participation portion is reserved for general comments, concerns, or suggestions not tied to a specific agenda item. Comments during this portion should not require immediate board response, and the board may choose not to engage in discussion. The chair may direct staff to place a topic on a future agenda when appropriate.

#### 8. Enforcement

The chair may warn any speaker who violates this policy and may terminate the speaker's time if the violation continues. The chair may also remove a person who is disorderly or disruptive, subject to applicable law and local policy. Repeated violations may result in temporary loss of speaking privileges at that meeting.

#### 9. Discretion To Extend Time

The chair, with the consent of the board when appropriate, may extend speaking time for a speaker presenting on behalf of a recognized organization, neighborhood group, or class of persons when the board determines that additional time is necessary for meaningful presentation. Any extension should be applied consistently and announced on the record.

#### 10. Adoption and Notice

This policy shall be adopted by vote of the governing body or applicable board and made available to the public before enforcement. The rules should be included on meeting agendas, posted with other meeting procedures, and announced at the start of meetings so the public understands the time limits and decorum requirements.

Adopted by the Board of Trustees on May 12, 2026.