

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD MEETINGS, WORKSHOPS &
DISTRICT OFFICE AREA POLICY/PROCEDURE PP 17**

Board members will refrain from cell phone usage and the use of computers during the active board meetings and workshops; this includes texting.

In order to ensure proper decorum and civility, the Trailer Estates Park and Recreation District adopts the following policy and procedure for the District Office, meetings and workshops of the Board of Trustees and various committees of the board of Trustees. When disorderly conduct is displayed which would impede or disrupt the orderly conduct of the District Office, any meeting or workshop including, but not limited to threatening language or behavior, profanity, personal attacks or harassment, the following procedure is employed:

The Chair, District staff or board member will ask the individual to refrain from the disruptive conduct. If the conduct continues after this warning, the Chair/staff/board member shall ask the party to leave the area and not return that day. If the individual does not leave and the situation continues or escalates the Chair/staff/board member is authorized to contact the Sheriff's Office or 911 if necessary.

If the situation is of severe degree, the Chair, District Staff, board member, and/or volunteer shall have the authority of disregarding the procedure outlined above and may contact the Sheriff's Office or 911 immediately.

The use of civil law procedures to eliminate ongoing disruptive behavior by resident(s) in the District Office area, at Board meetings and/or Workshops after all other avenues have been exhausted or when circumstances require the use of said law.

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DATE: _____ **TIME:** _____

DISTRICT STAFF/TRUSTEE: _____

INDIVIDUAL: _____

INCIDENT:

LOCATION: _____

OTHER INDIVIDUALS PRESENT: _____
