

Upper Providence Township

Code of Conduct

1. **Punctuality:** Attendees should arrive on time to show respect for others' schedules.
2. **Preparation:** Participants should come prepared with any necessary documents or information.
3. **Respectful Behavior:** Attendees should avoid disruptive behavior, such as talking out of turn, using profane language, or engaging in personal attacks.
4. **Turn-Taking:** Speakers should take turns and avoid monopolizing the discussion.
5. **Agenda Adherence:** The meeting should follow a predetermined agenda to stay on track.
6. **Active Listening:** Participants should listen attentively to others and avoid interrupting.
7. **Appropriate Questions:** Questions should be asked at the appropriate time and in a respectful manner.
8. **Professionalism:** Attendees should dress appropriately and conduct themselves professionally.

These guidelines help create a positive and productive environment for public meetings.