

**City of Redondo Beach**

**Script for Speaker Exceeding Time Limit**

If a speaker is being disruptive by going over the time limit, use the following script:

**MAYOR/CHAIR:** SIR (OR MA'AM) YOUR TIME IS UP. THANK YOU

*If speaker refuses to yield*

**MAYOR/CHAIR:** SIR (OR MA'AM) YOUR TIME IS UP AND YOU ARE IN VIOLATION OF OUR RULES OF ORDER. YOU ARE OUT OF ORDER, DISRUPTING OUR MEETING, AND NEED TO SIT DOWN.

*If speaker still refuses to yield*

**MAYOR/CHAIR:** SIR (OR MA'AM) YOUR TIME IS UP. YOU ARE IN VIOLATION OF OUR RULES OF ORDER AND YOU ARE DISRUPTING OUR MEETING. I AM EJECTING YOU FROM OUR MEETING AND YOU ARE ORDERED TO LEAVE THE BUILDING. IF YOU DO NOT LEAVE, YOU MAY BE ARRESTED.

*If speaker refuses to leave*

**MAYOR/CHAIR:** THIS IS MY FINAL WARNING. I WANT TO BE CLEAR THAT YOU HAVE BEEN EJECTED FROM THE CITY COUNCIL MEETING AND ORDERED TO LEAVE. **I WANT THE RECORD TO REFLECT THAT YOU ARE REFUSING TO LEAVE, YOU ARE DISRUPTING OUR MEETING, AND YOU ARE INTERFERING WITH THE BUSINESS OF THE CITY OF REDONDO BEACH.** IF YOU DO NOT LEAVE, YOU MAY BE ARRESTED.

*If still refuses*

**MAYOR/CHAIR:**

I AM DIRECTING ALL ATTENDEES OTHER THAN CITY STAFF AND THE PRESS TO CLEAR THE BUILDING. I AM DIRECTING THE POLICE DEPARTMENT TO CLEAR THE COUNCIL CHAMBERS. IF THE DISRUPTIVE SPEAKER REFUSES TO LEAVE THE BUILDING OR TRIES TO REENTER THE BUILDING THEN YOU MAY ARREST THEM.

**AFTERWARDS: MAYOR/CHAIR:** FOR THE RECORD, THE INDIVIDUAL WAS NOT REMOVED DUE TO THE CONTENT OF THEIR SPEECH, BUT FOR FAILING TO FOLLOW THE COUNCIL'S NEUTRAL, CONTENT-FREE RULES OF DECORUM DESIGNED TO ENSURE AN ORDERLY PUBLIC MEETING.

**City of Redondo Beach**  
**Script to Expel Disruptive Group**

If a group is being disruptive or interrupting the meeting, use the following script:

**MAYOR/CHAIR:** I REQUEST THAT THE GROUP SPEAKING OUT/YELLING FROM THE AUDIENCE CEASE AND DESIST. EVERYONE HAS A RIGHT TO BE HEARD AND EVERYONE WILL HAVE A CHANCE TO SPEAK. YOU MAY NOT SPEAK OUT FROM THE AUDIENCE. PLEASE WAIT FOR YOUR TURN TO SPEAK.

If group refuses to cease

**MAYOR/CHAIR:** YOU ARE IN VIOLATION OF OUR RULES OF ORDER. YOU ARE OUT OF ORDER, DISRUPTING OUR MEETING, AND NEED TO WAIT FOR YOUR TURN TO SPEAK. IF YOU DO NOT STOP INTERRUPTING, YOU WILL BE ASKED TO LEAVE THE COUNCIL CHAMBER

If group still refuses to cease

**MAYOR/CHAIR:** YOU ARE IN VIOLATION OF OUR RULES OF ORDER. YOU ARE OUT OF ORDER, DISRUPTING OUR MEETING, AND YOU ARE ALL EJECTED FROM THE CITY COUNCIL MEETING AND ORDERED TO LEAVE THE BUILDING.

If group refuses to leave

**MAYOR/CHAIR:** THIS IS MY FINAL WARNING. I WANT TO BE CLEAR THAT YOU HAVE BEEN EJECTED FROM THE MEETING AND ORDERED TO LEAVE. **I WANT THE RECORD TO REFLECT THAT YOU ARE REFUSING TO LEAVE, YOU ARE DISRUPTING OUR MEETING, AND YOU ARE INTERFERING WITH THE BUSINESS OF THE CITY OF REDONDO BEACH.** I AM ORDERING YOU TO LEAVE THE BUILDING IMMEDIATELY.

If the group still refuses

**MAYOR/CHAIR:** I AM DIRECTING EVERYONE BUT CITY STAFF AND THE PRESS TO LEAVE THE BUILDING. I AM DIRECTING THE POLICE DEPARTMENT TO REMOVE ANYONE WHO REMAINS IN THE COUNCIL CHAMBER AND IF ANYONE IN THE DISRUPTIVE GROUP REFUSES TO LEAVE OR TRIES TO RETURN YOU MAY ARREST THEM.

**AFTERWARDS: MAYOR/CHAIR:** FOR THE RECORD, THE INDIVIDUAL WAS NOT REMOVED DUE TO THE CONTENT OF THEIR SPEECH, BUT FOR FAILING TO FOLLOW THE COUNCIL'S NEUTRAL, CONTENT-FREE RULES OF DECORUM DESIGNED TO ENSURE AN ORDERLY PUBLIC MEETING.

## City of Redondo Beach

### Script for Speaker Violations Other than Time

If a speaker is being disruptive for reasons other than time, use the following script:

**MAYOR/CHAIR:** SIR (OR MA'AM),

[SUMMARIZE TYPE OF DISRUPTION]

YOU ARE OUT OF ORDER, DISRUPTING OUR MEETING AND NEED TO CORRECT YOUR BEHAVIOR.

*If speaker refuses to yield*

**MAYOR/CHAIR:** SIR (OR MA'AM) YOU ARE IN VIOLATION OF OUR RULES OF ORDER. YOU ARE OUT OF ORDER, DISRUPTING OUR MEETING, AND NEED TO SIT DOWN/CORRECT YOUR BEHAVIOR.

*If speaker still refuses to yield*

**MAYOR/CHAIR:** SIR (OR MA'AM) YOU ARE IN VIOLATION OF OUR RULES OF ORDER AND YOU ARE DISRUPTING OUR MEETING. I AM EJECTING YOU FROM OUR MEETING AND YOU ARE ORDERED TO LEAVE THE BUILDING. IF YOU DO NOT LEAVE, YOU MAY BE ARRESTED.

*If speaker refuses to leave*

**MAYOR/CHAIR:** THIS IS MY FINAL WARNING. I WANT TO BE CLEAR THAT YOU HAVE BEEN EJECTED FROM THE CITY COUNCIL MEETING AND ORDERED TO LEAVE. I WANT THE RECORD TO REFLECT THAT YOU ARE REFUSING TO LEAVE, YOU ARE DISRUPTING OUR MEETING, AND YOU ARE INTERFERING WITH THE BUSINESS OF THE CITY OF REDONDO BEACH. IF YOU DO NOT LEAVE, YOU MAY BE ARRESTED.

*If still refuses*

**MAYOR/CHAIR:**

I AM DIRECTING ALL ATTENDEES OTHER THAN CITY STAFF AND THE PRESS TO CLEAR THE COUNCIL CHAMBERS. I AM DIRECTING THE POLICE DEPARTMENT TO CLEAR THE BUILDING. IF THE DISRUPTIVE AUDIENCE MEMBER REFUSES TO LEAVE THE BUILDING OR TRIES TO RETURN, YOU MAY ARREST THEM.

**AFTERWARDS: MAYOR/CHAIR:** FOR THE RECORD, THE INDIVIDUAL WAS NOT REMOVED DUE TO THE CONTENT OF THEIR SPEECH, BUT FOR FAILING TO FOLLOW THE COUNCIL'S NEUTRAL, CONTENT-FREE RULES OF DECORUM DESIGNED TO ENSURE AN ORDERLY PUBLIC MEETING.

**City of Redondo Beach**

**Script for Violations Committed by Online Attendees:**

**MAYOR/CHAIR:** [CITE REASON THEIR SPEECH IS OUT ORDER]. YOUR COMMENTS [OR BEHAVIOR] ARE [IS] IS OUT OF ORDER AND YOU ARE DISRUPTING OUR MEETING. YOU MUST CORRECT YOUR BEHAVIOR OR I WILL DIRECT THE CITY CLERK TO MUTE YOUR LINE.

**MAYOR/CHAIR:** THIS IS YOUR SECOND WARNING. YOUR COMMENTS [OR BEHAVIOR] ARE [IS] OUT OF ORDER AND YOU ARE DISRUPTING OUR MEETING. YOU MUST CORRECT YOUR BEHAVIOR OR I WILL DIRECT THE CITY CLERK TO CUT YOUR LINE.

**MAYOR/CHAIR:** I WANT THE RECORD TO REFLECT YOU ARE DISRUPTING OUR MEETING, AND YOU ARE INTERFERING WITH THE BUSINESS OF THE CITY OF REDONDO BEACH. I AM DIRECTING THE CITY CLERK TO CUT YOUR LINE.

**AFTERWARDS: MAYOR/CHAIR:** FOR THE RECORD, THE INDIVIDUAL WAS NOT REMOVED DUE TO THE CONTENT OF THEIR SPEECH, BUT FOR FAILING TO FOLLOW THE COUNCIL'S NEUTRAL, CONTENT-FREE RULES OF DECORUM DESIGNED TO ENSURE AN ORDERLY PUBLIC MEETING.