Sample Language from Sunnyvale, California

Before Public Comment

- The [AGENCY] strongly denounces hate speech and does not tolerate disruptive behavior in our meetings. [AGENCY] prides itself on the rich diversity of our residents. We are committed to creating a culture of belonging where members of our community feel included, safe and respected. We ask for members of the public to refrain from making disrespectful and hateful comments.

In case of hate speech during public comment

- The [AGENCY] strongly denounces hate speech and does not tolerate disruptive behavior at our meetings. This comment is not related to [AGENDA ITEM]. [AGENCY] prides itself on the rich diversity of our residents. We are all committed to creating a culture of belonging where members of our diverse community feel included, safe, and respected. Please keep your comments to [AGENDA ITEM].

Following abusive language on an agenda item

- The [AGENCY] does not tolerate abusive language and disruptive behavior. A core value of [AGENCY] is respect and treating people with dignity. We ask the public to refrain from using abusive language in your comments.

Continued disruptive behavior

- You are disrupting this public meeting because of the following conduct _____
- The meeting is unable to continue with this disruption because _____
- I am asking [OFFICER] to mute you for the rest of the meeting.