

Enterprise-wide Policy

Section # N/A	Policy # E-BOT-032	Rules of Decorum	
Responsible Department: Board of Trustees			
Date Originated January 31, 2016	Last Reviewed October 10, 2025	Last Revised October 10, 2025	Effective Date* October 10, 2025

Policy Scope:

Applicable	Entity
X	MUHA
X	University
	MUSCP

Printed copies are for reference only. Please refer to the electronic copy for the official version.

I. Policy Statement/Purpose

The Board of Trustees for the Medical University of South Carolina and the Medical University Hospital Authority (hereinafter referred to as the “MUSC Board”) recognize the importance of conducting the business of the University and Hospital Authority in an open and public manner and in an environment of personal respect and courtesy. This policy is intended to preserve the civility and decorum necessary to meet these goals.

This policy sets forth the expectation of respect and courtesy to be displayed when interacting with the Board of Trustees.

II. Scope

The rules of decorum contained herein are intended to apply to MUSC Board of Trustees and Committee meetings (hereafter referred to as “MUSC Board meetings”) regardless of where the MUSC Board meets, including any overflow or viewing areas that may be made available from time to time. The rules of decorum apply to all individuals in attendance at MUSC Board meetings, including enterprise employees and members of the public in attendance.

III. Policy

The following rules of decorum shall be observed:

1) Individual Conduct

All individuals in attendance at MUSC Board meetings shall conduct themselves in a manner appropriate to the decorum of the meeting and shall refrain from behavior that disrupts the meeting. Individuals shall abide by the following rules:

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- a) Refrain from
 - i) Irrelevant, repetitive, overly long comments, or comments of a personally attacking nature;
 - ii) Use of profane, abusive, or obscene language or fighting words;
 - iii) Conduct that disrupts or impedes the orderly conduct of the meeting; and
 - iv) Conduct that creates or has the potential of creating, provoking or participating in any type of disturbance involving physical contact.
- b) Members of the public shall remain seated in the designated area while in attendance at MUSC Board meetings and shall not approach the Board. MUSC enterprise management and staff may approach the Board as necessary for the purposes of fulfilling their duties.
- c) Signage or placards shall not be permitted during MUSC Board meetings in Colcock Hall or the premises where the MUSC Board meets.
- d) Any person who engages in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of an MUSC Board meeting will be asked to refrain from the conduct and shall be warned by the Board Chair or the presiding officer. Individuals who refuse to refrain from disruptive behavior after being warned will be asked to leave the meeting and may be escorted out.

2) **Use of Electronic Devices**

- a) All electronic devices, including but not limited to cameras, cell phones, pagers, and computers, shall be silenced during MUSC Board meetings. Any person who violates this section will be asked to refrain from the conduct and shall be warned by the Board Chair or the presiding officer. Individuals who refuse to refrain from disruptive behavior after being warned will be asked to leave the meeting and may be escorted out. Individuals executing the official business of the Board may be authorized to use such electronic means as necessary to carry out their duties.
- b) In accordance with the South Carolina Freedom of Information Act, MUSC Board meetings may be recorded by any person in attendance by means of a tape recorder or any other means of sonic or video reproduction, except when the MUSC Board is in closed session pursuant to SC Code Ann. §30-4-70, provided that in so recording there is no interference with the conduct of the meeting. MUSC is not required to furnish recording facilities or equipment.

IV. Definitions **

N/A

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V. Related Policies **

N/A

VI. Applicable Laws and/or Regulations **

N/A

VII. References (Internal and External) and Citations **

SC Freedom of Information Act: <http://www.scstatehouse.gov/code/t30c004.php>

VIII. Distribution and Communication Plan

Board of Trustees website: <https://web.musc.edu/about/leadership/trustees>

IX. Appendices (e.g. forms, procedures, i.e., the “who, when, how” the policy will be implemented, FAQs) **

N/A

* **Policies become effective on the date of publication**

** **If not applicable, enter NA**