



VILLAGE OF UPPER BROOKVILLE

Rules for Public Comment in Board of Trustee Meetings

These rules are intended to allow meeting attendees to raise issues, concerns or make observations to the Board of Trustees as a whole. They are designed to maintain orderly, civil discourse, to respect the rights of all present, and to give each speaker an equal opportunity to have their voice heard.

The public will only be allowed to address the Board during the Public Comment period of the meeting or at such other time as the presiding officer shall allow. The Board may modify these guidelines if warranted. No comments will be entertained from the audience unless permitted by the Board.

- Before the start of the meeting, speakers will sign-in, listing their name and address and topic. The order of sign-in will determine the order that the speakers are called.
- The public comment session is not interactive. It is a time when the public is permitted to comment on specific topics. It is not a time to question or debate with the Board, mayor or any other members of the Board.
- Speakers should avoid repeating statements already made by others.
- Speakers are to step up to the podium at the front of the room. Speakers must give their name, address and organization represented, and must be recognized by the presiding officer before speaking.
- Speaker's remarks are limited to three (3) minutes on a given topic, unless recognized by the presiding officer. Prepared remarks are permitted so long as they are directed to the Board.
- Speakers may not yield any remaining of their speaking time to another speaker.
- Board members, with the permission of the presiding officer, may ask a speaker for clarification of or information on the topic raised.
- All remarks by a speaker shall be addressed to the Board and not other audience members.
- Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Clerk/Treasurer or Deputy Clerk/Treasurer prior to the meeting.
- Speakers shall observe and follow the commonly accepted rules of courtesy, decorum, dignity and respect. Audience response to individual public comments will not be tolerated, including jeering, heckling, yelling, commenting out loud or otherwise. Such actions may result in removal from the meeting per discretion of the presiding officer.