

## **Guidelines for public comment at Town Board meetings**

Neither the Open Meetings Law nor any other statute provides the public with the right to speak during meetings. However, since the Town Board encourages public participation, rules and procedures must be developed that are reasonable and that treat members of the public equally. To this end, the Board has adopted the following guidelines to ensure consistency and fairness.

- Each individual wishing to make public comment shall have a total of three minutes to present their comments. At that time, the meeting Chair will ask that comment be concluded. If more time is needed, the Board requests that written comments be submitted to the Clerk, where they will be entered into the public record.
- Individuals may speak extemporaneously or read prepared comments, however, individuals reading comments on behalf of another are still limited to one three-minute comment. For example: an individual may read comments from several different people, providing the combined length does not exceed the three-minute limit.
- Letters submitted as public comment for Public Hearings will be entered into the minutes.
- Public comment is an opportunity for the Board to hear public opinion, however, the Board shall not engage in dialogue during the public comment period. The Board may, at its discretion, choose to have a Board conversation regarding issues raised during the public comment period.