

## TOWN OF PLATTSBURGH

### PUBLIC COMMENT POLICY

1.4.2016

The Town of Plattsburgh Town Board has a long standing policy which encourages citizens to contact its elected Supervisor and Council members to address issues which involve the Town. When members of the public desire to address the entire Town Board the Town of Plattsburgh hereby establishes a Public Comment Policy to allow those members of the public an additional opportunity to address the Board. In addition to public hearings, a special time is hereby set aside for the purpose of receiving comments and suggestions from citizens. All comments made during the public comment period shall be subject to the following procedures:

1. A public comment period not to exceed thirty minutes will be held at the beginning of the regular scheduled work sessions held on the second and fourth Monday of each month.
2. Individuals who wish to make a statement during the public comment period will register on a sign-up sheet that will be made available prior to the start of each work session. No one will be allowed to have his or her name placed on the list by telephone request to Town staff.
3. Each person who signed up to speak will have up to 5 minutes to make his or her statement.
4. Speakers will be acknowledged by the Supervisor, or in his absence his designee, in the order in which their names appear on the sign-up sheet. Speakers shall address the Board members from the podium, and not approach the Board or any other Town employees.
5. Statements are to be directed to the Town Board as a whole, and not to individuals. Public comment is not intended to require the Board to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation.
7. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. The group's

comments will be limited to no more than 10 minutes. Likewise, in the event the number of persons wishing to attend the work session exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next public comment period.

8. Any action on items brought up during the public comment period will be at the discretion of the Board. The Town Board will not likely take an action on subject matter for which they have not had the opportunity to fully investigate and gather complete information,
9. Speakers should **not** discuss any of the following:
  - a. Public hearing items;
  - b. Candidacy of any person seeking public office;
  - c. Matters in current or anticipated litigation;
  - d. Matters which are closed session items, including, but not limited to, matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition; and matters which are made confidential by law.
10. After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.
11. Speakers shall not disrupt the meeting.
12. Failure to comply with the Public Policy Guidelines may result in a speaker being asked to sit down.