

## RULES OF CONDUCT FOR PUBLIC MEETINGS

1. Except for public hearings duly designated as such by action of the Town Board, public participation at meetings of the Town Board shall be limited to the public participation segment of the agenda of regular Town Board meetings or special meetings.
2. Public comment, whether during the public segment of the Town Board meeting or during a duly designated public hearing, shall be limited to three (3) minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room, when such sign-in sheet is available, indicating his or her intention to speak, which sheet shall be used by the Supervisor or the presiding officer to recognize speakers.
4. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Supervisor or presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation and must state the subject he or she will be addressing.
5. Comments must relate to the purpose of the public hearing or to legitimate Town business, and must be addressed to the Town Board. Attendees may not address the Town Board unless recognized by the Supervisor.
6. The Supervisor or the presiding officer shall act as timekeeper or shall designate another elected officer as timekeeper.
7. Members of the Town Board, speakers and audience members must observe proper decorum. Any statement made during the meeting or during a public hearing by the Supervisor, members of the Town Board, town officials or employees or members of the general public shall not involve personal, impertinent or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee or a member of the general public.
8. The Supervisor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slur directed at the Supervisor, members of the Town Board, town officials or employees, and members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
9. It is inappropriate to utilize a public meeting for the purpose of making political speeches, including threats of political action, and the same will not be tolerated.
10. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Board. No person attending a meeting or public hearing shall engage in booing, handclapping or otherwise disrupt the formality of the proceedings.
11. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.
12. All cell phones and pagers must be turned off.
13. Attendees when leaving the board meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room and hallway, so as not to disrupt the meeting.
14. If the Supervisor or presiding officer fails to enforce the rules set forth herein, a member of the Town Board may move to require him or her to do so, and an affirmative vote of a majority of the Town Board shall require him or her to do so. Any decision relating to enforcement of the rules set forth herein may be appealed and overturned by a vote of a majority of the Town Board members.
15. Any person who disregards the directives of the Supervisor or presiding officer in enforcing the rules or generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board or otherwise during a meeting disturbs the peace at a meeting will be barred from further participation and lose any balance of time remaining for his or her comment.
16. If a speaker who violates these rules refuses to step down, the Supervisor or the presiding officer may ask the individual to be removed from the meeting room and charged with disorderly conduct in accordance with the Penal Law.