

CITIZENS COMMENTS
Rules of Procedure

Although Open Meetings Law gives the public the right to attend board meetings and to listen to town board deliberations, the public does not have the right to speak at town board meetings except as provided by rules created and adopted by the town board (Town Law Manual, page 39, 2016).

A town board has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the town (Town Law § 63).

- **Citizens may make comments up to a maximum of five (5) minutes**
- **Comments shall be restricted to the business of the town**
- **Citizens are expected to act in a professional manor at all times**
- **No profanity or violent behavior is allowed at any time**
- **No political, personal, or social issues will be allowed or addressed by the board**
- **In order to speak, citizens must be recognized by the Supervisor and address the comments to the Supervisor**
- **No comments/questions may be addressed to individual board members or to department heads**
- **No citizens should yell comments from the audience; and**
- **The Supervisor will make the final determination whether or not an issue will be allowed.**

These rules are put in place for the benefit of citizens attending the meeting. The rules are not intended to stifle citizen participation, only to provide a safe and comfortable environment for the free flow of information to the public regarding town business.