

## **The Public Meeting Code of Conduct and Public Comment Policy**

The Town Board values the comments and opinions of the Town residents, business owners and visitors. Members of the general public are invited to address the Town Board as follows:

- Speakers shall address comments to the Town Board but not to other members of the audience.
- Speakers shall be recognized by the Supervisor. Said speakers are asked to give both their name and address for the Town Clerk's minutes; however it is not required. Please speak, slowly, clearly and loudly for all to hear and to insure the accuracy of the recording.
- Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

**Work Sessions** - Speakers may choose to speak at the beginning **OR** at the end of the meeting, but not both.

**Board Meetings** - At the conclusion of the Open Hearing for general Town business, public participation in the meeting will be concluded and the Board will resolve itself to handle all new and unfinished business without public participation. Interruptions of Board members, other speakers or guests will not be allowed unless an individual is recognized by a board member to add commentary or ask a question.

At the conclusion of a meeting, regardless of the type of proceedings, the Supervisor will call for a motion to adjourn, a vote will be taken, the meeting will be officially closed and discussion will end. At this time, all participants are expected to exit Town Hall in an orderly fashion. All members of the Town Board, guests, vendors, staff and residents are expected to follow the same rules of conduct as they exit.

August 26, 2020