

RESOLUTION NO. 8-5-14

RULES AND PROCEDURES FOR PUBLIC PARTICIPATION AT MEETINGS OF THE TOWN BOARD OR UTILITIES AUTHORITY

Be it hereby resolved this ____ day of May, 2008 that the following rules and procedures are adopted with regard to public participation at meetings of the Town Board of Trustees, the Utilities Authority or other division of the Town of Jet.

The Board will listen and consider suggestions and discussion of issues before the scheduled meeting under the following guidelines:

1. The public is reminded that the Board members are giving up their time for the benefit of the town. Their time is important and should be respected. The Board also recognizes that citizens of Jet may have important insights into the matters being considered by the Board that will assist them in making the best decisions on the business of the Town and invites those public comments for that purpose.

2. All comments or suggestions from a member of the public must be addressed to an issue on the agenda published for the meeting. Comments disrespectful of a town employee, representative and or member of the governing body will not be tolerated.

3. The comments of each speaker will be limited to three (3) minutes. The speaker is encouraged to limit his/her comments to the agenda item of concern. Positive suggestions are encouraged. Negative comments will be received only if they are limited to the issue on the agenda. Personal attacks and criticism of individuals will not be tolerated. The total time allocated for public participation for all issues on the agenda for a single meeting shall not exceed 30 minutes. This time will be apportioned so that all agenda items for which citizens have indicated a desire for public participation will have equal time for public comments. (if there are 5 issues on which citizens have signed up for public participation then each item will be allocated 6 minutes total.)

4. Any person desiring to speak at the meeting must sign in before the meeting starts and identify the issue on the agenda he/she wishes to address. If a group of citizens wish to be heard on the same item on the agenda, the group shall appoint one person to speak for the group.

5. If there is an issue on the agenda on which a group of citizens wish to speak in favor of an agenda item and another group desires to speak in opposition to the agenda item, then each group shall choose one spokesperson for the group. The board will not accept participation by several persons on the same issue.

6. After the Board has completed the routine business of approval of minutes of prior meetings, treasurer's report and reports of other officials, the Board will proceed with other items of business on the agenda in the order determined by the Board. As each agenda item is called, the person(s) who have signed up for public participation on that item will be recognized by the Mayor or official conducting the meeting for his/her comments. Public comments will be received prior to the Board taking any action on the agenda item on which someone has signed up for public participation.

7. The Board reserves the right to refuse to allow individuals who refuse to follow these guidelines to speak at future public meetings.

8. These are the general guidelines to be followed at all meetings of the Town Board or other division of the governing authority of the Town of Jet. If the Board determines that a particular agenda item is of such concern to the general public, the governing body, in its sole discretion, may but is not required to allow additional time for public participation.