

TOWN BOARD OF THE TOWN OF COLUMBUS
RULES OF PROCEDURE

Meeting Procedures

1. There will be one public comment period during each regularly scheduled Board meeting. The public comment period shall be designated on the agenda. Except for the case of public hearings or special public information meetings, the public comment portion of the meeting is the only time when comments will be permitted by the public.
2. The public comment period is designed for comments only. The Town Supervisor, in his/her discretion, may direct questions to the appropriate person to respond.
3. Each speaker must sign up to participate in the public comment period prior to the start of the meeting. By doing so, each speaker agrees to abide by these rules.
4. Each speaker during the public comment period is limited to speak one time for a period not to exceed three minutes. The time limit shall be enforced by the Town Supervisor (or his/her designee). Any request for extension of this time limit must be made to the Town Supervisor who has the discretion to extend the time to speak and such discretion must be exercised equally for all speakers who request an extension of time to speak. The Town Supervisor shall have discretion to shorten the time limit, provided that the shortened time limit is applied equally to all speakers. Speakers may not yield any remaining time they may have to another speaker.
5. Comments by speakers must be addressed to the Town Supervisor.
6. Any audio/visual or similar equipment to be used to support public comments must be approved by the Town Supervisor in advance of the meeting to ensure that such equipment does not interfere with the meeting.
7. Discussion between speakers and attendees of the public meeting or hearing is strictly prohibited.
8. Comments must be related to Town business.
9. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
10. A person who disregards the directives of the Town Supervisor in enforcing these rules at a meeting may be barred from further participation and may forfeit any balance of time remaining for his or her comments.
11. If after a final warning, the speaker refuses to cease violating these rules, the Town Supervisor will request that a Police Officer remove the individual from the meeting

room. Such individual may be prosecuted for disorderly conduct pursuant to §240.20 of the Penal Law.

12. All cell phones and pagers must be turned off or silenced.