

## *GUIDELINES*

### *PUBLIC COMMENT AT VILLAGE MEETINGS*

The following guidelines are set forth by the Village of Schuylerville Board of Trustees specific to the public comment portion of village meeting beginning at the February 13, 2013 meeting:

- The public may speak only during the meeting's Public comment period and at any other time a majority of the board allows.
- Speakers must be recognized by the presiding officer.
- Speakers must step to the front of the room.
- Speakers must give their name, address and organization, if any.
- Speakers must limit their remarks to two minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information
- All remarks must be addressed to the board as a body and not to individual board members.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communications.
- The above is subject to review and change.

January 9, 2013

*Schuylerville Village Board of Trustees*