

PUBLIC PARTICIPATION AT BOARD OF TRUSTEE MEETINGS

VILLAGE OF SAINT JOHNSVILLE, NY

PURPOSE

To allow comment on the operation of village government in a manner that is fair and orderly to all participants. Notification of date, time, and place of meetings and public hearings will be in accordance with NYS Open Meetings Law , and other applicable laws. This policy replaces the Agenda Access Policy previously adopted by the Board of Trustees.

It is essential for the public to recognize that the purpose of monthly Board meetings is for the Board to conduct village business. This cannot be done if attendees do not follow these rules of conduct.

TYPES OF PARTICIPATION

Public comment

Presentation of petitions

Special presentation

PUBLIC COMMENT

Regular meetings:

1. There will be one opportunity for public comment at each regular meeting of the Board of Trustees. This will be on the agenda after presentations, and correspondence. If there is time at the end of the meeting after new business, a second three minute period of public comment may be allowed. Residents who have already spoken may not speak a second time. This comment period will be at the discretion of the Mayor.
2. Those who wish to speak must sign in, and be called upon by the Clerk. They must state their name for the minutes. Individual speakers are limited to a maximum of three minutes. After public comment has been

completed, there will be no recognition of any members of the public who call out questions, or raise their hands.

Individuals are asked to limit their topics to those relating to the *Agenda*.

Speakers should note that the Mayor and Board of Trustees are not required to respond to comments and questions of the speaker. All comments are to be directed to the Board, not turn into a discussion amongst the public.

A topic requiring a lengthy statement or formal presentation should be scheduled as a special presentation.

Public comment is scheduled **only for regular meetings of the Board of Trustees**. Should a member of the public wish to address the Board at any other type of meeting, their request may be granted by the Board upon a majority vote of the Board's total membership. If the Board approves said request, the same time limit as above applies.

PRESENTATION OF PETITIONS

Petitions to the Village Board should be submitted to the Clerk prior to the start of the meeting, or during public comment or as part of a special presentation.

SPECIAL PRESENTATIONS

An individual or group may wish to make a lengthy statement or presentation to the Board under a Special Application to the Board.

To do this a written request must be received by the Village Clerk at least one week before the scheduled meeting. A request form must be made on an agenda inclusion request form approved by the Village Board as part of this policy.

Special Presentations will be placed on the agenda prior to correspondence.

Each special presentation will be limited to 10 minutes. Those making a comment of this type are not eligible for public comment.

Special comments are only recognized at regular meetings of the Board of Trustees. A maximum of 3 presentations will be allowed during any regular board meeting, or at the discretion of the Mayor.

PUBLIC HEARING

Public hearings on proposed local laws, the annual budget, increases in water and sewer rates, and other matters are scheduled as needed. The public is encouraged to attend these hearings.

Speakers must limit their statements to the specific topic for which the hearing has been called. The person wishing to speak must be recognized By the Board prior to speaking.

The limit for each speaker is 5 minutes.

DECORUM

All persons addressing the Board shall maintain an appropriate level of decorum during their presentation. All persons shall refrain from using foul language. At the discretion of the chair of the meeting, a person or persons may be removed from the meeting room for violation of appropriate decorum.

These include, but are not limited to shouting out comments when not recognized by the Board, interrupting the Chair or any board member who is speaking.

Failing to stop speaking when their time limit is up.

OTHER

Any meeting procedure not covered in this policy, or other village policies, state or federal law, is controlled by the chair of the meeting.

- Other boards, agencies or commissions of the village may adopt meeting policies different from this one if they desire. Any policy adopted must be consistent with state law. This policy will stand if these other agencies do not develop their own.

AMENDING THIS POLICY

This policy may be amended by a majority vote of the Board of Trustees at any regular meeting. The section the Board wishes to amend must be presented to all board members at least 48 hours prior to the meeting. The effective date of the amendment must be part of the proposed amendment.

Effective date of this amendment is 09/16/2025