

## POLICY STATEMENT 1

### PUBLIC FORUM

#### Policy Purpose

To establish a policy for citizens to appear before the Board at any regular meeting of the Board of Commissioners.

#### Coverage

This policy, upon adoption by the Board of Commissioners, shall remain in effect until such time that it is altered, modified, or rescinded by the Town Board.

#### Policy

- a. Anyone desiring to speak during the Public Forum must sign up with the Town Clerk prior to 6:55 p.m. on the meeting night.
- b. Each speaker must be recognized by the Mayor prior to speaking.
- c. Comments are limited to three (3) minutes per speaker.
- d. The Town Attorney or the Town Clerk shall serve as timekeeper as to each speaker.
- e. Total maximum time for the public forum shall be 15 minutes.
- f. Individuals, who sign up but can not speak because of time constraints, will be carried to the next Board meeting and placed first on the public forum agenda.
- g. Any person wishing to make a presentation to the Town Board under this policy may utilize this public forum procedure once every three months.
- h. The Board will not take action on an item that is presented during the Public Forum on that meeting date.
- i. A speaker may not use the Public Forum to address any matter which is scheduled for a public hearing.
- j. This public comment period is an opportunity for citizens to express their views on matters affecting the Town of Stedman and its environs. It is not an opportunity to debate with the Town Board matters of public policy or question Board Members or staff. No speaker should expect a response at the time of his presentation, but the Town Board may refer the speaker or the issue raised by the speaker to the Town Clerk for later review, comment or action.