



TOWN OF POUND RIDGE BOARD MEETINGS PUBLIC COMMENT & PUBLIC PARTICIPATION POLICY

1. Introduction

The Town Board encourages all residents to attend meetings and express their views in person, virtually, or through written communication. The Board strongly encourages civil discourse and discourages behavior that may disrupt the meeting.

2. Scope

This policy applies to Board members, staff, and the public wishing to comment at scheduled Town Board meetings.

3. Authority of Town Supervisor

The Town Supervisor presides over all Town Board meetings.

4. Public Comment Periods

During designated public comment periods, the Town Supervisor may impose a time limit. Both in-person and virtual participants must introduce themselves with their name and address. All participants are encouraged to maintain civil discourse and refrain from disruptive behavior. Each participant is encouraged to share their own views and experiences. No participants will be permitted to speak or comment on behalf of another individual.

5. Public Comment I

This period is for general comments on previous agenda items or general issues addressed to the Board. Residents with scheduling conflicts may email comments chiefofstaff@townofpoundridge.com.

6. Participation in Old & New Business Comments

These comments must pertain to specific Old or New Business items under discussion. The Town Supervisor will invite public comments after Board discussion. Interruptions are not allowed during Board discussion. Depending on the number of commenters, a 3-minute time limit may be imposed. Residents with scheduling conflicts may email comments to chiefofstaff@townofpoundridge.com.

7. Public Comment II

Residents may seek clarification on Old or New Business items during this period.

8. Etiquette

All questions and comments must be respectful and professional. Yelling, raised voices, and disrespectful behavior are prohibited.

9. Role of Town Supervisor

The Town Supervisor ensures adherence to the rules of civil discourse and respectful behavior during public comment and participation periods.

10. Meeting Decorum

All attendees must conduct themselves respectfully and professionally. Prohibited behaviors include:

- Use of profane, vulgar, or threatening language
- Disruptive behavior impeding the meeting's orderly conduct
- Willful violation of the Town Supervisor's instructions or rules of order

The Town Supervisor has the authority to enforce these rules and may warn, ask to regain composure, or remove violators from the meeting.

11. Virtual Meeting Procedures

- Virtual attendees must mute microphones when not speaking to minimize background noise.
- Use the "raise hand" feature to indicate a desire to speak. The Town Supervisor will recognize participants in order.
- State your name and address when recognized.
- Ensure video is enabled for visual identification.
- Use the chat function only for legitimate questions or comments related to the meeting.
- Disruptive behavior, such as unmuting without permission or improper use of the chat function, may result in removal from the virtual meeting.

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