

PURSUANT TO CALL A REGULAR MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, WAS DULY HELD AT THE HENRIETTA TOWN HALL, 475 CALKINS ROAD, HENRIETTA, NEW YORK ON THE 3<sup>RD</sup> DAY OF JUNE 2015 AT 7:00 P.M.

RESOLUTION #12-170/2015

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Page

WHEREAS, New York law provides members of the public the right to attend Meetings of public bodies and observe said Meetings, and

WHEREAS, as stated by the New York State Committee on Open Government, New York law does not give the public the right to speak or otherwise participate at those Meetings, except at Public Hearings and under other limited circumstances, and

WHEREAS, despite the limitation on speaking, the Henrietta Town Board believes that the public should be heard beyond limited Public Hearings because it values public input and seeks to be representative of the people of Henrietta, and

WHEREAS, therefore, the Henrietta Town Board has implemented and would like to continue to hold a public participation period during its Town Board Meetings for the purpose of receiving public input on Town matters, and

WHEREAS, the New York Committee on Open Government has determined that where a Town decides to hold a public participation period, it should do so where it has implemented "reasonable rules that treat members of the public equally," and

WHEREAS, the New York Committee on Open Government has stated that any such rules could "serve as a basis for preventing verbal interruptions, shouting or other outbursts, as well as slanderous or obscene language or signs," and

WHEREAS, the Henrietta Town Board feels that it has a responsibility to ensure that public Meetings are conducted in an orderly manner such that all people are afforded a reasonable time to speak, people can hear and understand what is being said at Meetings, people can speak without being interrupted, and such that proper decorum is maintained at Town Meetings so that all residents are comfortable attending and public business may be conducted.

THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Henrietta, that the attached rules for public participation at Meetings of the Town Board are hereby adopted and approved, effective immediately.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye

Carried

## Henrietta Town Board Public Meeting Rules of Conduct

1. Except for Public Hearings duly designated as such by action of the Town Board, public participation at Meetings of the Town Board shall be limited to the public participation segment of the Agenda of Town Board Meetings.
2. Public comment, whether during the public participation segment of the Town Board Meeting or during a duly designated Public Hearing, shall be limited to two minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the Meeting.
3. Any individual wishing to speak during the public participation segment or during a Public Hearing shall sign up first. A signup sheet will be made available before the start of the Meeting. When recognized by the Supervisor or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation and must state the subject he or she will be addressing.
4. Comments must relate to the purpose of the Public Hearing or to legitimate Town business.
5. The Supervisor or the presiding officer shall act as timekeeper or shall designate someone else as the timekeeper.
6. Any statements made during the Meeting or during a Public Hearing by the Supervisor, members of the Town Board, Town officials or employees, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a Town official or employee, or a member of the general public.
7. Members of the Town Board, speakers and audience members must observe proper decorum. No person shall disrupt the Meeting with loud outbursts, shouting, threats or other disruptive conduct or behavior.
8. The Supervisor or designee shall have the authority to control the Meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Supervisor, members of the Town Board, Town officials or employees and members of the general public is disruptive, contrary to decorum, and shall not be tolerated.
9. Statements (outside of quiet statements to his or her audience neighbors) by a person attending the Meeting which are not made during his or her duly recognized two minutes at the public participation segment of the Agenda or during a Public Hearing are disruptive, contrary to decorum, and shall not be tolerated.
10. Comments by speakers must be addressed to the Town Board. Attendees may not address the Town Board unless recognized by the Supervisor or the presiding officer.
11. Discussion between speakers and attendees of the public Meeting or Hearing is prohibited. A speaker may disagree with or support prior speakers through comments directed to the Town Board.

12. Any person who disregards these rules, or the directives of the Supervisor or the presiding officer in enforcing these rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board disturbs the peace at a Meeting and will be barred from further participation and forfeit any balance of time remaining for his or her comments.

13. If a speaker who has violated these rules refuses to step down or observe the rules, the Supervisor or the presiding officer may ask for the individual to be removed from the Meeting room and charged with disorderly conduct as per the Penal law.