

# DUTCHESS COUNTY-POUGHKEEPSIE LAND BANK

## POLICY FOR PUBLIC COMMENT DURING BOARD MEETINGS AND HEARINGS

The Dutchess County-Poughkeepsie Land Bank welcomes public comment during most regular meetings and at public hearings. Generally, Board members do not respond to public comment during a meeting or hearing.

Topics - Speakers may address agenda items on a Board Meeting agenda at the first public comment period. Non-agenda items can be addressed in the second comment period. All comments should address a matter related to the Dutchess County-Poughkeepsie Land Bank.

Time - Each speaker may speak up to three minutes. Speakers are encouraged to prepare their remarks to fit within the 3-minute limit.

Limit on Participation - Audience participation at a Board meeting is limited to the portion(s) of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Meeting Management - When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker.

Decorum – Speakers will present their comments from the podium and are encouraged not to engage in personal attacks. Speakers will address their comments to the entire Board and not to one individual Board member, staff, or the audience.

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Accommodations - To ensure all citizens have an opportunity to speak, the Board has established the following guidelines:

- Any person with a disability who needs accommodation to provide public comment is requested to contact [secretary@dcpoklandbank.org](mailto:secretary@dcpoklandbank.org) at least 5 business days in advance of a meeting to request assistance.
- Any person who would like the Board to provide an interpreter to assist them in providing public comment is requested to contact [secretary@dcpoklandbank.org](mailto:secretary@dcpoklandbank.org) at least 5 business days in advance of a meeting to request assistance. The Board will make every effort to provide interpretation.
- If a speaker addresses the Board in a language other than English and has an interpreter, the speaker will have 3 minutes to speak, and the interpreter will have up to 3 additional minutes to translate the comments for the Board.

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### Signing up to Speak

- Speakers are called in the order in which they sign up
- Speakers may not speak more than once on a specific topic.
- Speakers who wish to comment on more than one topic must submit a separate request for each item.

Written Comments – The Board encourages speakers to provide written comments in addition to their spoken comments. If a speaker would like to present their written comments to the Board, **one** copy may be provided to the secretary and will be shared with Board members. Written comments provided in a language other than English will be translated and provided to the Board members.