



**TOWN OF WESTERLO PUBLIC HEARING RULES**  
(APPROVED 08-15-2023)

1. The Supervisor shall preside over all meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall be the acting Supervisor. In the event both the Supervisor and the Deputy Supervisor are absent, the other members shall designate one of their members to act as temporary chairman. A majority of the Board shall constitute a quorum for the transaction of business.
2. Residents who wish to participate by speaking during the public comment period must sign up to do so on the public comment sign in sheet prior to the start of the meeting. Speakers will be called on in the order that they appear on the sign in sheet. The purpose of this is to maintain an orderly meeting and to guarantee that all who wish to speak get an equal opportunity. Those who didn't sign up to speak prior to the meeting will be given an opportunity following those who did sign up.
3. Speakers must be called on by the presiding officer and must limit their remarks to five minutes. Speakers may not yield any remaining time to another speaker. If time allows, a second public comment session will be conducted utilizing the original sign in sheet. The purpose of this is to maintain order and to guarantee that all who wish to speak get an equal opportunity.
4. Any person speaking to the Board with the consent of the Supervisor shall address their remarks to the presiding officer, not to the other members of the Town Board or other members of the audience, in the form of a debate. Members of the audience will be respectful of other residents' opinions while those residents are addressing the presiding officer.
5. Comments during the Public Hearing shall be relative only to the purpose of the hearing and the matter at hand during the Public Comment period.



6. Speakers should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents or others attending the meeting. Speakers and those in attendance will observe the common rules of courtesy, decorum, dignity, and good taste with no cursing, booing, bullying, or talking out of turn that disrupts the proceedings of the business of the Town Board.
7. Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks, or generally conducts themselves in an inappropriate manner, shall be barred from further participation in the public hearing and will forfeit any balance of time remaining for their comments.
8. After a final warning, if a speaker willfully refuses to step down, the Town Supervisor, or Presiding Officer shall contact the appropriate authorities to remove the speaker from the meeting room and to restore order.
9. The Town Supervisor or Presiding Officer of the meeting shall take all necessary steps to ensure compliance with these rules.