

TOWN OF SCHROON

PUBLIC COMMENT POLICY AND PROCEDURE

Adopted b the Town Board of the Town of Schroon on November 6, 2025

PURPOSE

It is the policy of the Town of Schroon to encourage citizens to contact the Town Supervisor, the Highway Superintendent, the Town Clerk, the Dog Control Officer, the Building and Codes Officer, the Assessor, the Town Justices, Superintendents or members of the Town Board to redress specific issues, which involve the Town of Schroon.

POLICY

The procedures governing town meetings are outlined in Chapter 4 of the Town Law Manual published by the NYS Assoc. of Towns. These procedures are designed to provide guidance for elected officials and the public at town board meetings.

To comply with **Open Meetings Law (Town Law 63)**, the Schroon Town Board hereby establishes a **Public Comment Policy** to allow members of the public the opportunity to address the Town Board. In addition to public hearings, this time is set aside for the purpose of hearing comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedures.

The Town Board may vote to suspend public comment if the following rules are ignored.

1. A **30-minute Public Comment** period will be held during the regularly scheduled Town Board meeting each month, if there are no public comments than this portion of the meeting may be closed, or closed after the last public comment.
2. Speakers will have up to 3 minutes to make their statement.
3. In the event a group of persons supporting or opposing the same position wishes to speak, a spokesperson will be designated to express the group's concerns.
4. Speakers will be courteous in their language and presentation. If possible, it is requested that speakers stand when presenting and be seated when finished. Comments must be related to legitimate town business.
5. It is requested that speakers shall begin by stating their name, address and organization (if any).
6. Speakers shall direct their statements to the Town Board as a whole and not to individual board members or the audience. Discussion or debate between speaker and member of the audience will not be allowed.
7. Any action items already on the agenda will be discussed as scheduled.
8. The Town Board may not take any action on the subject for which they have not had the opportunity to fully investigate and gather complete information.
9. Speakers SHALL NOT direct comments to any individual or discuss any of the following:
 - a. Candidacy of any person seeking public office
 - b. Matters currently in litigation
 - c. Matters which are executive session items
 - d. Matters made confidential by law
10. The Town Board may provide additional Public Comment time at the end of the regular meeting
11. Supervisor or designee of the Town Board may suspend public comment.
12. If any provisions of this policy, at any time, conflict with legal statute, the statute shall take precedence

AMENDMENT

This policy may be amended from time to time by Town Board resolution