

**Rules for Public Participation During the
Joint Town/Village of Clayton Planning Board Meetings**

Adopted May 4, 2023

The Joint Town/Village of Clayton Planning Board is a public body so endorsed to discuss and act upon zoning/planning applications that come before it. The public has a right to attend the meetings of the Joint Town/Village of Clayton Planning Board. However, the right to attend meetings does not include a right to participate or comment. Therefore, public input will only occur during the public hearing component of the meeting unless authorized by the Board to do so. Public comments on non-agenda items may be submitted in writing and will become part of the official documentation for that meeting. Please submit them to the recorder and she/he will forward them to individual Board members. Public hearing protocol is as follows:

1. A member of the Joint Town/Village of Clayton Planning Board (referred to hereafter as Board) shall make a motion to open and/or close the public hearing and approved by a majority of the Board (four yes votes).
2. Members of the public shall direct their comments to the Board to avoid a dialogue with the applicant or other members of the audience.
3. Public comments shall be on the topic relative to the zoning/planning item being discussed.
4. The Board members are there to listen to your comments, however, a Board member may request that you repeat the comment or ask you to elaborate for better understanding. Our goal is to get a sense of public opinion going forward.
5. During the public hearing, each person is allotted three minutes to express their point on the project/topic being presented. The presiding officer or designee will serve as timekeeper. Such time may be extended by consensus of the Board.
6. Generally, no person shall be permitted to speak a second time until other individuals have had the opportunity to do so. Speaking more than twice during the public hearing will not be allowed. Lengthy testimonials should be submitted to the Board in written form or delivered to the Town Clerk's Office for distribution to the Board.
7. The Board Chair or designee may caution or terminate a speaker's privilege should said comments be unacceptable or disruptive. In extreme cases the Chair may adjourn the meeting or seek assistance from the enforcement authority.
8. It is imperative that the proper decorum be maintained during the public meeting and the public hearing. Therefore, the decision of the Board Chair and members regarding the rules noted above shall be final.