

AS ACTED UPON DURING A DULY NOTICED OPEN MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, HELD AT THE HENRIETTA TOWN HALL AT 475 CALKINS ROAD, HENRIETTA, NEW YORK ON JANUARY 2, 2024 AT 5:30 P.M.

RESOLUTION #1-10/2024                      To adopt the attached rules regarding public participation at Town Board Meetings.

On Motion of  
Councilmember Bellanca

Seconded by  
Councilmember Barley

WHEREAS, the Henrietta Town Board previously enacted the "Henrietta Town Board Public Meeting Rules of Conduct on June 3, 2016 by Resolution #12-170/2016;" and

WHEREAS, the Town Board updated and re-implemented public meeting rules by repealing the same and replacing them with the attached "Points of Order for Public Participation at Henrietta Town Board Meetings," by Resolution #1-8/2023 on January 3, 2023; and

WHEREAS, the Town Board annually reviews the Points of Order with an eye on improvement; and

WHEREAS, the updates for this year help ensure that discussions remain civil while still allowing residents and other members of the public to be heard.

THEREFORE, BE IT RESOLVED, that the Henrietta Town Board hereby adopts the "Points of Order for Public Participation at Henrietta Town Board Meetings, effective immediately, and which shall be reviewed annually at the Town's Organizational Meeting.

Duly put to a vote:

Councilmember Page	Aye
Councilmember Bellanca	Aye
Councilmember Barley	Aye
Councilmember Stafford	Aye
Supervisor Schultz	Aye

RESOLUTION ADOPTED

## **Points of Order for Public Participation at Henrietta Town Board Meetings**

The Town of Henrietta encourages engagement and participation in its Town Board Meetings, but it is also important to be able to conduct the Town's business. In order to ensure orderly meetings that allow all attendees to observe their Town Board in action, to have a fair and adequate opportunity to participate, and to do so in an open and inviting manner, the Town Board has implemented the following points of order.

1. The Town Supervisor or the Supervisor's designee shall serve as Chair and is responsible for maintaining order and control over Town Board meetings, including during public hearings and public participation segments of the agenda. The Chair shall have the ability to administer these points of order and may remind attendees of the same and request compliance therewith.
2. Public participation at meetings of the Town Board is welcome during public hearings and during additional public participation segments of the Town Board agenda, at the discretion of the Town Board. Participation must be on the topic at hand. Additional time for open comments from the public is provided on the agenda. Participation outside the public hearings or open comments portions may be time-limited or revoked, due to special circumstances or due to repeated violations of the points of order contained herein. Any such limitation shall be applied on an equal basis to all participants.
3. Each participant is encouraged to be thoughtful about ensuring that reasonable time is afforded for other members of the public to participate, as well as for the Town Board to conduct business. As such, each participant shall make a good faith effort to keep the length of their comments reasonable, including, for example, refraining from repeating oneself. Should a participant wish to make multiple, lengthy points, the participant should consider yielding the floor after a single such point, and then returning to make further comments after other participants have had an opportunity to contribute. Should a participant begin to repeat, speak too long, or otherwise impair the ability of the Town Board to conduct business, the Chair may ask the participant to wrap up, or after repeated attempts, to yield the floor.
4. When a signup list(s) is in use for a meeting, the Town Board requests that an individual wishing to participate speak signup on the list as directed. The Chair will then use the list(s) to call on the participants to contribute. Once all of the individuals on the list have been given an opportunity to participate, the Chair will then ask if anyone additional wishes to participate. Those participants who have not already put their name on the signup list are asked to do so to help keep accurate minutes.
5. Once recognized by the Chair, the participant is asked to approach the podium, microphone, or interpreters, introduce themselves by name, indicate if they are related to the discussion at hand (such as the engineer for an applicant for a special use permit hearing) or indicate if they are a Henrietta resident, and then begin making their comments. All comments shall be addressed to the Town Board. Participants may support, disagree, or attempt to rebut a previous comment, but shall refrain from directly addressing or engaging in discussion with other attendees of the public meeting.
6. Statements made during Town Board meetings are expected to be civil and respectful. Comments should not involve attacks on individuals, and the use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial, ethnic, or other slurs will not be tolerated. If the comment is specific to the performance or aspect of the employment of a particular Town employee, the speaker should refrain from using the name of said employee in a public forum and should instead address the issue one-on-one with a Town Board member. For such matters, the Town Board may need to investigate further before responding.
7. 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 opportunity to speak are should be refrained from.
8. All attendees must observe proper decorum so that each person's opportunity to participate is respected and so that Town business may be carried out. No person shall disrupt the meeting with loud outbursts, shouting, threats or other disruptive conduct or behavior. If a participant continues to behave contrary to these rules, the Chair may ask the speaker to refrain from any further comments. Continually disruptive individuals may be asked to leave the meeting, including via a call to the Monroe County Sheriff's Office.