

**RESOLUTION NO. 31 OF 2010**  
**TOWN OF CLAYTON**  
**AN AMENDED RESOLUTION REGARDING RULES FOR**  
**PUBLIC HEARINGS CONDUCTED BY THE TOWN BOARD**  
**DATED: APRIL 14, 2010**

**Title of Resolution: An amended resolution regarding rules for Public Hearings conducted by the Town of Clayton.**

At a duly called regular meeting of the Town Board of the Town of Clayton, Jefferson County, New York, held at 405 Riverside Drive, Clayton, New York 13624, on the 14<sup>th</sup> day of April, 2010, at 5:00 PM prevailing time:

The meeting was called to order Supervisor Taylor and upon roll being called, the following were:

**Present:** Justin A. Taylor, Supervisor  
Donald I. Turcotte, Councilman  
Robert W. Cantwell III, Councilman

**Absent:** George E. Kittle, Councilman  
Lance Peterson, Councilman

It was announced among the purposes of the meeting was to consider adopting amended rules for public hearings conducted by the Town Board. After discussion the following Resolution was offered by Donald Turcotte, and seconded by Robert W. Cantwell III, and unanimously carried that the following will amend the public hearing rules previously adopted on December 9, 2009, and become the current rules for all Town public hearings.

1. The Supervisor will read the Resolution of the Board authorizing the public hearing.
2. Each speaker will be limited to five (5) minutes.
3. A speaker may not be permitted to relinquish all or any part of his/her allotted time to another speaker.
4. Written comments may be accepted and included with the minutes.
5. They may, but do not have to be read aloud at the hearing.

6. All comments by any speaker must be addressed to the Supervisor and Town Board and there shall be no dialogue or open debate between members of the public during the hearing.

7. Each speaker must introduce himself/herself by name and address. It is required that one who wishes to speak at any hearing must sign in on the meeting sign-in sheet and complete the Request to Address the Board form.

8. Elected or Appointed Officials will be heard first, followed by the general public.

9. Each speaker is limited to a single opportunity to address the Town Board.

10. Depending on the subject matter at hand, a pre-selected speaker to represent a particular position may be given up to twenty (20) minutes to present their points to the floor, followed by an equal opportunity for a pre-selected representative from the opposing viewpoint. This opportunity will be determined by the Town Board if it is felt that it will reduce or eliminate fragmented positions and make a clear and concise statement on behalf of each position. If this format is elected by the Town Board, each pre-selected speaker will also be given up to two (2) minutes at the end of the public hearing to summarize their positions.

11. Only one speaker shall have the floor at a time and others present shall remain silent until it is their opportunity to speak.

12. No demonstration shall be permitted which will disrupt the hearing. If anyone has demonstration signs they will be required to leave them at a location designated by the Supervisor.

13. Disturbances may result in the suspension of the hearing and the removal of any offending party at the sole discretion of the Supervisor.

14. The Supervisor may limit a speaker to less than five (5) minutes if his/her comments are repetitive and have already been addressed by other speakers.

The Town Supervisor shall announce these rules at the beginning of each hearing.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Clayton, hereby authorizes the preceding resolution as conduct for their Public Hearings and shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Justin A. Taylor, Supervisor	Yes <u>X</u>	No ___
George E. Kittle, Councilman	Yes <u>--</u>	No ___
Donald I. Turcotte, Councilman	Yes <u>X</u>	No ___
Lance Peterson, Councilman	Yes <u>--</u>	No ___
Robert W. Cantwell III, Councilman	Yes <u>X</u>	No ___

Yes 3 No 0 Absent 2

Date: April 14, 2010

**Certification**

I, Kathleen E. LaClair, Town Clerk of the Town of Clayton, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of Clayton held on April 14<sup>th</sup>, 2010 and its on file and of record, and that said resolution has not been altered, amended or revoked and is in full force and effect.

**(SEAL)**

Kathleen E. LaClair, Town Clerk