

**RULES FOR PUBLIC HEARINGS
CONDUCTED BY THE VILLAGE BOARD
VILLAGE OF CLAYTON**

The Clayton Village Board meets in public, as required by law, so that participants may observe their local government at work. Under the provisions of law, the public does not have a right to speak or participate in the Board's decision making unless the subject matter is one that requires public input through either the hearing process or by referendum. As a result, the Board is establishing policies with respect to orderly participation so that everyone has an equal opportunity to be heard in the time available. In order to maintain order and to preserve the legal distinction inherent with a Government meeting, Public Hearings are subject to the following rules:

1. The Mayor 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 Mayor and Village Trustees 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 Village Board.
10. Depending on the subject matter at hand, a speaker selected 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 representative from the opposing viewpoint.
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 Mayor.
13. Disturbances may result in the suspension of the hearing and the removal of any offending party at the sole discretion of the Mayor.
14. The Mayor 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 Village Mayor shall announce these rules at the beginning of each hearing.