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## **Town of Newfield Rules for Privilege of the Floor**

A three-minute time limit is set for Privilege of the Floor during the Regular Monthly Meeting of the Newfield Town Board, or at the Work Session meeting of the Newfield Town Board. For Planning Board meetings an opening privilege of the floor and closing privilege of the floor is provided with the same three-minute time limit.

Persons may address the Board only during Privilege of the Floor and at no other time during Regular Meetings.

**Privilege of the Floor is not a time for debate. Character assassination of any individual will not be tolerated and will result in loss of Privilege at that meeting.**

The Town reserves the right to supply a sign in sheet to be available prior to the meeting being called to order.

### **Opening Privilege**

- The individual addressing the Board will stand and speak in a clear and concise manner.
- Individual will state their name, resident status and the topic.
- The individual may submit, in writing, additional statements and or questions to be considered later by the Board either in person or in writing.

At the sole discretion of the whole Board an individual's statement may be postponed until a specific agenda item.

- A person may sign up for and speak at Board Opening Privilege of the Floor once.
- No other comments may be made by the person or by anyone else during the rest of the Board Meeting.
- Any questions addressed to the Board during Privilege of the Floor may or may not be responded to and **should** be directed to either the Supervisor or Chair of the Planning Board, who may either answer or refer the questions to a Board Member.
- The Board is not obligated to answer any questions asked at the meeting.
- No person has the right to demand an answer to a specific question from a member of the Board. P31-32 of the Town Law Manual

### **Closing Privilege (Planning Board meetings only)**

- Individual will participate by a show of hands and will wait to be called upon.
- When called upon, the individual will stand to address the Board and follow the procedures as outlined above.
- Topics at Closing Privilege are limited to the current Meeting Agenda items only