

**TOWN OF CORTLAND
POLICY ON PUBLIC COMMENT AT MEETINGS OF THE
BOARD OF TRUSTEES**

1. It is the policy of the Town Board to permit comments by members of the public at regular board meetings on current agenda items and other matters of public concern. The Town Board permits comments by members of the public at regular board meetings following the approval of the agenda at the beginning of the meeting.
2. No person shall address the Town Board without first being recognized by the Town President.
3. Each person desiring to address the Town Board shall complete and submit a *Request for Consideration* form, approach the podium, state his or her name ~~and address~~ for the record, state the subject, state whom he or she is representing if he or she represents an organization or other persons, and shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Town Board as a whole and not to any member thereof. Although questions may be asked of a Town Board member or a member of the Town staff, those individuals may decline to answer when a complete answer requires research or deliberate consideration.
4. In order to expedite Town business and to avoid repetitious presentations, whenever any group of persons wishes to address the Town Board on the same subject matter, it shall be in order for the Town President to encourage that a spokesperson be chosen from the group to address the Town Board. If additional matters are to be presented by any other members of the group, the president may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.
5. Town residents shall be given priority in addressing the Town Board and the public comment section of the meeting agenda shall be limited to thirty (30) minutes in duration. Visitors' statements and comments shall be limited to matters relating to the Town; language of a lewd, insulting or provocative nature shall not be permitted; and participants shall conduct themselves in an orderly and civil manner.

Presented for consideration to Town Board March 23, 2026