



TOWN OF PERINTON PUBLIC COMMENT GUIDELINES

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WHY PUBLIC COMMENT MATTERS

The Town of Perinton values hearing from its residents. Town Board meetings are an important opportunity for community members to share ideas, ask questions, and offer input on Town matters.

These guidelines are intended to help meetings remain welcoming, respectful, and productive so everyone has a fair opportunity to be heard.

OPPORTUNITIES TO SPEAK

There are two main opportunities for public comment at Town Board meetings:

- Public Hearings - When the Board opens a hearing on a specific topic or application.
- Public Comment Period - Held at the end of the meeting, after Town business.

WHAT COMMENTS SHOULD COVER

During a **Public Hearing**, comments should focus on the specific topic or application being considered.

During the **Public Comment Period**, residents may share concerns, ideas, or helpful information related to Town matters. Children are welcome to participate and share their thoughts as well.

The Town Board may provide brief clarifying responses when appropriate. Meetings are primarily a forum for listening and receiving public input and are not intended to function as extended question and answer sessions or debates.

HOW PUBLIC COMMENT WORKS

To give everyone a fair opportunity to speak, the following procedures generally apply:

- Speakers are recognized by the Chairperson or Supervisor.
- Each speaker may be given up to four (4) minutes, depending on attendance.
- Each person may speak once per meeting during a public comment period.
- Please address your comments to the Town Board, not to other attendees or Town Staff.
- Begin your remarks by stating your name, address, and any organization you represent.
- If multiple speakers share similar viewpoints, selecting one or a few spokespersons is encouraged to avoid repetition and allow time for responses when appropriate. *Should there be excessive repetition, the Board may ask that the speaker conclude their remarks to allow others an opportunity to speak.
- The Supervisor may adjust these procedures during routine meetings when time allows.

MEETING CONDUCT EXPECTATIONS

- Attendees are expected to remain respectful and non-disruptive at all times.
- Only one person may speak at a time. Please do not speak while another individual has the floor.
- Audible reactions such as clapping, cheering, booing, or chiding are not permitted.
- Arguments or exchanges among attendees are not permitted during the meeting.
- Signs, banners, or the distribution of flyers or other materials are not permitted within the meeting room.
- Speakers and attendees should follow the direction of the Chair and adhere to established meeting procedures.
- If an individual becomes disruptive or refuses to follow these standards after a final warning from the Chair, they may be asked to leave the meeting.

SIGN-UP PROCESS

For meetings or public hearings with larger attendance, a speaker sign-up sheet may be used. Speakers will be called in the order in which they sign up.

THANK YOU FOR PARTICIPATING

Thank you for taking part in Town of Perinton meetings. Your participation helps strengthen our community and supports thoughtful local decision-making.