

**VILLAGE OF HIGHLAND FALLS  
RESOLUTION ADOPTING  
POLICY FOR THE CONDUCT OF PUBLIC MEETINGS  
AND ALL COMMUNICATIONS WITH THE VILLAGE BOARD**

**WHEREAS**, the Village Board of the Village of Highland Falls welcomes all public comment and takes each and every relevant comment from the residents of Highland Falls seriously; and

**WHEREAS**, the Village Board welcomes public comment from constituents and others in an open and public forum; and

**WHEREAS**, in order to facilitate orderly and productive meetings whereby the essential business of the Village of Highland Falls is timely conducted in an efficient manner; and

**WHEREAS**, public meetings during which members of the public thereat are provided an adequate, but not excessive, amount of time to speak on a particular agenda items or public issue in a civil manner enhances the conduct of Village business.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Highland Falls Board of Trustees enact the following Policy for the conduct of public meetings:

1. The Mayor, or in his absence the Deputy Mayor, shall be the "Presiding Officer" of the meeting and shall recognize speakers and yield the floor to them. If the Mayor or the Deputy Mayor is absent, the attending Trustees shall appoint a "Presiding Officer" for that meeting.
2. Alternatively, the Mayor may appoint a "Presiding Officer" for all or any one meeting.
3. The Presiding Officer shall have the authority to end the meeting if either the Board or the public fails to follow this Policy or becomes unruly.
4. The Presiding Officer shall have the authority to remove a member of the public if that person fails to follow this Policy, becomes unruly and disrupts the meeting, or who insults or belittles anyone.
5. Disruptive, argumentative, abusive, or intolerant conduct by any Board member shall, likewise, not be tolerated. The Presiding Officer shall have the authority to adjourn the meeting upon motion and vote if such behavior is exhibited.
6. Attendees will not interrupt the Mayor or any Trustee during their reports.
7. Comments from the public shall be allowed on agenda items at the beginning of the meeting as set forth in the agenda.
8. At the Mayor's sole discretion, comments from the public on non-agenda topics may be allowed at the end of the meeting, time permitting.
9. Speakers must step to the front of the room.
10. Speakers must give their name, address and organization affiliation, if any.
11. Speakers must limit their remarks to three minutes.
12. Speakers may not yield any remaining time to another speaker.

13. All remarks must be addressed to the Board as a body and not to individual members of the Board or to the audience.
14. Speakers will remain civil and courteous at all times. The Village Board will not tolerate discourteous speakers or speakers who denigrate or otherwise make disparaging comments about anyone including members of the Board of Trustees.
15. The Board will listen to speakers with courtesy and without interruption and will not engage with speakers for the purpose of rebuttal.
16. The Board, in its sole discretion, may respond to specific questions proffered by the speaker, but will not use that as an opportunity to engage in rebuttal or argument.
17. Written comments are welcome and will be entered into the record provided, however, they do not contain foul or disparaging language of any kind.

On a motion by Trustee Aylward, seconded by Trustee Phillips, this Resolution was adopted on the following roll call vote:

Mayor D'Onofrio	<u>  x  </u>	Aye	<u>    </u>	Nay	<u>    </u>	Abstain	<u>    </u>	Absent
Trustee Aylward	<u>  x  </u>	Aye	<u>    </u>	Nay	<u>    </u>	Abstain	<u>    </u>	Absent
Trustee DiSalvo	<u>  x  </u>	Aye	<u>    </u>	Nay	<u>    </u>	Abstain	<u>    </u>	Absent
Trustee Phillips	<u>  x  </u>	Aye	<u>    </u>	Nay	<u>    </u>	Abstain	<u>    </u>	Absent
Trustee Guerrero	<u>  x  </u>	Aye	<u>    </u>	Nay	<u>    </u>	Abstain	<u>    </u>	Absent

The Mayor declared this resolution adopted.  
 Dated: October 4, 2021

Regina M. Taylor, Village Clerk of the Village of Highland Falls, does hereby certify that the foregoing Resolution of the Board of Trustees was filed in my office on the following date:



Regina M Taylor 10/5/2021  
 Signature and Date