

NASSAU COUNTY INDUSTRIAL DEVELOPMENT AGENCY

RULES AND PROCEDURES FOR PUBLIC COMMENT

This Policy is adopted pursuant to a Recommended Practice issued by the Authorities Budget Office

POLICY PURPOSE: It is the policy of the Nassau County Industrial Development Agency (the “Agency”) to conduct its operations in compliance with the highest standards of conduct and ethical behavior and with best practices applicable to industrial development agencies and to operate in an accountable and transparent manner.

AUTHORITY: Pursuant to *Board Meetings: Best Practices Guide for Public Authorities* issued by the New York State Authorities Budget Office (the “ABO”) on January 27, 2015, the ABO recommends, inter alia, that public authorities adopt rules and procedures reasonably governing public participation in meetings that are subject to the Open Meetings Law.

POLICY STATEMENT: The Open Meetings Law does not require the Agency to permit members of the public to speak at any Agency meeting (whether annual, regular, special or committee); however, if the members of the Agency decide to permit public comment with respect to a particular meeting or topic, the Agency shall follow the following rules and procedures:

1. The Agenda for the meeting will include a designated period for public comment (the “Public Comment Period”), during which time members of the public will be given the opportunity to address the members of the Agency.
2. Any person wishing to speak during the Public Comment Period shall register prior to the meeting on a sign-up sheet provided by the Agency. The Chair or presiding officer of the meeting shall utilize the sign-up sheet to set the order of persons who will address the members of the Agency (each, a “Speaker”).
3. Speakers will be given a maximum of three (3) minutes to address the members of the Agency. A speaker shall 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 in the Agency’s minutes. The Agency will make reasonable efforts to document verbal comments.
5. Comments from Speakers must relate to the business of the Agency that is on the Agenda for the meeting.

6. The Public Comment Period is held for the purpose of soliciting public comment; it is not a question and answer period. The members and staff of the Agency are not required to respond to questions from Speakers.
7. Proper decorum shall be observed at all times during the Public Comment Period.
8. Statements made during the Public Comment Period shall not involve personal or slanderous attacks directed at any person, firm or company. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial, ethnic or other derogatory slurs directed at any person, firm or company will not be tolerated.
9. The Chair or the presiding officer shall control the meeting. Any individual who disregards the directives of the Chair or the presiding officer in enforcing these rules or who generally conducts himself or herself in an inappropriate manner while addressing the members of the Agency and/or is disruptive will be barred from further participation and forfeit their opportunity to address the members of the Agency.
10. The use of recording devices such as camcorders, cameras, television cameras, tape recorders and similar devices is not prohibited during meetings that are subject to the Open Meetings Law, provided that they are unobtrusive and would not detract from the deliberative process of the meeting as reasonably determined by the Chair or the presiding officer. The Chair or the presiding officer may impose reasonable restrictions on the use of such devices in the meeting location.

This Policy was adopted by the members of the Agency on March 4, 2017.