

## GENERAL GUIDE FOR PROCEDURE

The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions.

A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse.

For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a two-thirds vote.

### GUIDELINES FOR PUBLIC COMMENT

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- *Speakers may stand at their seats if they are able.*
- *Speakers must give their name, address and organization, if any.*
- *Speakers must be recognized by the presiding officer.*
- *Speakers must limit their remarks to 3 minutes on a given topic. (Exclusive of the recitation of the Pledge of Allegiance at each meeting of the Enfield Town Board.)\**
- *Speakers may not yield any remaining time they may have to another speaker.*
- *Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.*
- *All remarks shall be addressed to the Board as a body and not to any member thereof.*
- *Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.*

*Interested parties or their representatives may address the Board by written communication at any time.*

### AMENDMENTS TO THE RULES OF PROCEDURE:

The foregoing procedures may be amended from time to time by a majority vote of the Board.

**\*Members of the Town Board and Public are not required to stand or recite the Pledge of Allegiance.**