

The Village of Waterford Board of Trustees meets on the Second Monday of each month at 6:00 pm. The Board may also call special meetings and joint meetings. In the event of a holiday, the Board may vote to cancel or reschedule the meeting for another day and time.

Anyone wishing to have an item included on the Board agenda should contact the Clerk or the Village Administrator at least one week prior to the meeting date.

### **Village of Waterford Meeting Procedures for Public Comments Adopted by the Village Board on August 10, 2015**

The Village of Waterford Board of Trustees does hereby adopt and affirm the below civil and orderly set of rules and procedures for the handling of Public Comments. These procedures are adopted to facilitate an open, courteous, orderly and professional public meeting while handling the affairs of the Village of Waterford. The purpose of board meetings is to handle the business of the Village in a professional orderly manner. Citizens are welcome and encouraged to witness village board meetings and to address the village board in a professional and courteous manner when, and if, recognized by the Village President.

In order to insure all Waterford Village Board meetings are conducted in an orderly and businesslike manner, all attendees and participants will adhere to the following adopted procedures related to the acceptance of public comments.

Unless called upon by the Village President, citizens and/or guests are permitted to address the board only during the agenda item appropriately titled "Public Comments from Pre-Registered Citizens".

#### ***Rules pertaining to the acceptance of Public Comments:***

- Public Comment Registration forms will be made available to attendees in advance of board meetings.
- If attendees wish to address the Board during the Public Comment period, they must complete a registration form and turn it in to the Village Clerk before the meeting is called to order.
- **Persons who fail to register will not be allowed to comment during the formal meeting of the board.**
- During the Public Comments period, the Village President will announce registered citizens by name.
- Upon hearing a pre-registered citizen's name, they are asked to stand and make their comments in a professional and businesslike manner. Each registered citizen will be allowed to address the board once and will be limited to three minutes unless an extension is granted by consent of all board members.
- Comments must address the board as a governing body. Questions specifically to a particular board member or directed to a specific employee of the village are not permitted during the board meeting.
- While questions may be asked for clarification purposes, board members will not engage in debate with citizens at any time during the meeting. The purpose of the public comment period is to accept comments for board members to take into consideration when deliberations of the elected body begin. During board meetings, the privilege of debate is limited to and between elected representatives only.

- As an alternative to speaking during the public comment period, citizens and/or guests may utilize the Public Comment Registration form to submit a support or opposition statement that is related to a specific item on the agenda with the clerk. These forms must be completely filled out prior to the beginning of the formal board meeting. The clerk will report the quantity of statements filed in support and in opposition and comments received on these forms immediately after the Village President announces the agenda item.

***Rules pertaining to the conduct of attending citizens and/or guests:***

- Citizens and/or guests must remain silent from individual conversation and/or meeting distractions/disruptions in the audience. Distractions and disruptions include, but are not limited to, clapping of the hands, hissing, or booing.
- Cellular phones or other electronic devices that by design or used to make noise are prohibited from use during the board meeting. The exception to this rule is if the device is being used during an authorized presentation to the board during the meeting.

Violations of established procedures will be addressed with a courteous warning from the Village President. A second violation will result in removal from the meeting and other legal actions based on the seriousness of the violation and disruption of the public meeting. If citizens and/or guests do not comply with the warnings issued by the Village President, enforcement of these rules will be assisted by the Police Department.