**TOWN OF COEYMANS MEETING RULES**

1. Speakers must give their name and address during the Town Board Meeting and must address their remarks to the Board as a body and not to any member thereof.
2. Speakers must be recognized by the presiding officer and must limit their remarks to up to three minutes on a given topic and may not yield any remaining time to another speaker.
3. Any person speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.
4. Comments must relate to the current agenda item being discussed at the Board meeting or legitimate Town business during the Public Comment period.
5. Speaker should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents or others. All speakers will observe the commonly accepted rules of courtesy, decorum, dignity and good taste with no cursing, swearing, clapping, booing, finger pointing, bullying, whispering or talking that disrupts the proceedings of the business of the Town Board.
6. Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks or generally conducts themselves in an inappropriate manner shall be barred from further participation and will forfeit any balance of time remaining for their comments.
7. After a final warning, if a speaker willfully refuses to step down, the Town Supervisor shall contact the appropriate authorities to remove the speaker from the meeting room to restore order.
8. The Town Supervisor, or in his absence, the Presiding Officer shall take all necessary steps to ensure compliance with these rules.