

**RESOLUTION REGARDING RULES FOR  
PUBLIC HEARINGS CONDUCTED BY THE AGENCY**

Adopted 11/5/09 ó Reviewed 10/01/20

At a duly called regular meeting of the Jefferson County Industrial Development Agency held at 800 Starbuck Avenue, Watertown, New York 13601 on the 5<sup>th</sup> day of November 2009, it was announced that among the purposes of the meeting was to consider adopting rules for public hearings conducted by the Agency. After discussion the following Resolution was moved by Ms. Pfaff seconded by Mr. Burto and unanimously carried that the following will be the rules for all Agency public hearings:

1. The Hearing Officer will read the Resolution of the Board authorizing the public hearing.
2. Each speaker shall be limited to five (5) minutes.
3. A speaker may 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 minutes.
5. They may, but do not have to be read aloud at the hearing.
6. All comments by any speaker must be addressed to the Hearing Officer and there shall be no dialogue or open debate between members of the public during the hearing.
7. The Hearing Officer will not answer questions or make comments and there shall be no dialogue between the Hearing Officer and the public.
8. Each speaker must introduce himself/herself by name and address. The Hearing Officer may require anyone wishing to speak to sign in with their name and address and then take the speakers in order of sign in.
9. Each speaker is limited to a single opportunity.
10. Only one speaker shall have the floor at a time and others present shall remain silent until it is their opportunity to speak.
11. No demonstration shall be permitted which will disrupt the hearing. If anyone has demonstration signs they will be required to leave them at a location designated by the Hearing Officer.
12. Disturbances may result in the suspension of the hearing and the removal of any offending party at the sole discretion of the Hearing Officer.
13. The Hearing Officer may limit a speaker to less than five (5) minutes if his or her comments are repetitive and have already been addressed by other speakers.

The Hearing Officer shall announce these rules at the beginning of the hearing.