

MEMORANDUM

TO: Town of New Castle

FROM: Keane & Beane, P.C.

RE: Guidelines for Public Hearing

DATE: October 13, 2020

All persons speaking at a public hearing shall conform to the following standards of conduct:

- Before addressing the Board, a speaker must give their name, address and organization (if any) for the record.
- A speaker's individual time to speak during the public hearing should not exceed three (3) minutes.
- Speakers should try not to repeat comments or remarks made by any other speaker.
- Speakers should not expect a response to their questions during the public hearing. All substantive questions and comments will be addressed in writing.
- Speakers are strongly encouraged to submit their comments in writing to chappaquaforward@mynewcastle.org.
- Speakers shall observe commonly accepted rules of courtesy, decorum, dignity and good taste.
- Speakers shall address all members of the Board, and shall avoid speaking at any one member directly or to the general public present at the meeting.
- Any speaker who fails to conform their conduct to these rules may be directed by the Supervisor to cease speaking and yield the floor.