

## **TOWN OF BABYLON INDUSTRIAL DEVELOPMENT AGENCY**

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### **POLICY REGARDING PUBLIC COMMENTS AT TOWN OF BABYLON INDUSTRIAL DEVELOPMENT AGENCY MEETINGS**

The Town of Babylon Industrial Development Agency (“Agency”) encourages public input and participation. Toward this end, the Agency has developed a set of rules that will allow for the efficient, effective and orderly receipt of public comments during its regularly scheduled meetings and public hearings. The following rules will apply to any individual except Board members, Agency staff, applicants and applicant representatives, that desire to provide comments to the Agency at such meetings of the Board of the Agency:

- At the end of each meeting of the Agency, a certain time will be set aside for the receipt of public comment.
- Those wishing to speak will be required to enter their name and relevant contact information on a card or sign-in sheet provided by the Agency.
- Each speaker will be limited to one three (3) minute period.
- Speakers may not question the members of the Agency or any Applicant; however, the members of the Agency may question speakers for the purpose of clarification.
- Upon a motion and majority vote of the members, the public comment period may be suspended and/or extended or the rules waived.
- The Agency will accept written comments at the meeting or within twenty four (24) hours prior to such meeting.
- The Agency will enter all written comments received within the time specified herein as part of the meeting record and will make reasonable efforts to document verbal comments.