

Incorporated Village of Philmont

Meeting Rules of Procedure

The Philmont Village Board welcomes public input and participation within guidelines. The board convenes to conduct village business. Meeting rules are commonly used throughout all levels of government. They have been established to maintain order and ensure the efficient operation of a transparent village government.

Regular Meetings (Second Monday of each month)

Regular meetings are held in public, but they are not public meetings. This means that although the public is welcome, they are there as silent spectators except as outlined in these rules. Rules for public participation are as follows:

- Members of the public are required to sign in before the meeting if they wish to speak.
- Speakers must address the entire board; they may not direct questions to a particular board member.
- The village board will only hear from members of the public during the PUBLIC COMMENT portion of the meeting; never during old or new business, unless requested by a board member.
- Each speaker may speak for up to five minutes, once per meeting.
- Speakers should address the board only on business relevant to the board.
- Bringing up an issue does not mean or imply that the board will act on that issue immediately, or at all.
- Speakers shall observe commonly accepted rules of courtesy, decorum, and good taste.
- Speakers will address comments to the board only, and not engage other members of the public.

Workshop Meetings (Fourth Wednesday of each month)

These meetings are set up so the board may prepare work leading to the regular monthly meeting, or public hearings. The board conducts regular board business including, but not limited to: reviewing bills, reading correspondence, making budgetary considerations, and discussing issues of concern and projects currently under consideration or being undertaken by the board. Meetings are open to the public, but participation in the meeting is limited to the board and those with scheduled business before the board.

- Speakers will be heard by appointment to discuss specific issues with the board. To make an appointment to speak at a workshop meeting, contact the village clerk.
- Members of the public will only speak when recognized.
- Speakers may not engage other members of the public in debate or discussion.

***ANY PERSON NOT ABIDING BY THE RULES WILL BE ASKED TO CEASE, OR LEAVE.
REFUSAL WILL BE GROUNDS FOR REMOVAL.***