

**SUFFOLK COUNTY INDUSTRIAL DEVELOPMENT AGENCY
POLICY REGARDING PUBLIC COMMENTS AT AGENCY MEETINGS**

The Suffolk County Industrial Development Agency (“Agency”) encourages public input and participation in any and all matters pertaining to the Agency. 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 regular monthly meetings. 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’s during any meeting of the Agency:

- At the beginning of each regular meeting of the Agency, up to the first 15 minutes of the meeting 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 sign-in sheet provided by the Agency.
- Each speaker will be limited to one 3 minute period.
- Speakers may not question the members of the Agency or any Applicant; however, the members of the Agency may questions speakers for purposes 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 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.