**Guidelines for Public Comments**

To ensure public business is conducted in dignified, orderly, and efficient manner during the meetings of the Board of Commissioners of the Town of Huntington Housing Authority, member of the public wishing to address the Commissioners shall observe the following rules:

* Public comments will only be heard:

1. During the “public comments” section of the agenda or
2. if applicable, during a public hearing scheduled to accompany a specific item on the meeting agenda. Comments offered during a scheduled public hearing must be limited to the topic of the specific agenda item for which the hearing has been planned.

* Members of the public wishing to comment shall introduce themselves by name and address.
* Speakers shall identify the specific topic upon which they wish to comment.
* Comments are strictly limited to three (3) minutes.
* Comments are intended to provide constructive feedback to the Commissioners, rather than unfocused criticism.
* Use of profane or threatening speech is not permitted and may result in removal from the meeting or disallowance of any further comments.
* Specific questions that may require additional time and/or research to answer adequately will be referred to appropriate staff members who will provide a thorough response at a later time.
* Members of the public wishing to submit additional comments or questions can do so by emailing [documents@huntingtonha.org](mailto:documents@huntingtonha.org) before or after the Board meeting.