

POLICY ON PUBLIC COMMENT

There shall be a Public Comment period, labelled on the agenda as “Community Forum,” at the beginning of each regular and special meeting of the Board of Commissioners.

Those who wish to address the Board at any meeting must register to speak by contacting the Office of the Executive Director at 518-641-7518 or Governance@albanyhousing.org by noon of the day prior to the meeting. Persons who fail to register as required by this policy shall not be permitted to address the Board. Speakers will be heard in the order of registration and speaking time shall be limited to two (2) minutes per person.

The Community Forum will conclude when all speakers are heard or the expiration of thirty (30) minutes, whichever shall first occur. Upon motion of any Commissioner and a vote of a majority of the Commissioners in attendance, the thirty (30) minute time period may be extended for one additional period of fifteen (15) minutes. The Board may, but shall not be required to, respond to any comments made during the Community Forum.

At a regular meeting, the public may comment during the Community Forum on any housing-related topic. The subject of the comments made during a special meeting shall be limited to items on the agenda for consideration at such special meeting. This Policy on Public Comments shall apply to “in person” and virtual meetings when permitted by law. All persons commenting during meetings shall be required to identify themselves.

Any person with a disability requiring a reasonable accommodation in order to effectively communicate with the Board of Commissioners during a meeting should contact the Office of the Executive Director at (518) 641-7518 no less than five (5) business days before the meeting. The Office of the Executive Director shall make every effort to provide an accommodation.

In lieu of speaking at a meeting, members of the public may make written submissions which will be distributed to the Board of Commissioners at or before the meeting. Such written submissions must be received by the Office of the Executive Director by noon of the day prior to the meeting. Such written submissions may be mailed, personally delivered, or emailed to Governance@albanyhousing.org. Upon motion of any Commissioner and a vote of a majority of all Commissioners in attendance, such written submissions may be read to the public at the meeting.