

EXHIBIT A

Public comment is permitted at public meetings of the Mayor and the Trustees of the Village of Downs on condition that the following guidelines have been appropriately met:

1. All speakers wishing to speak during public comment must sign in at least 5 minutes prior to the start of the public meeting on the sign in sheet provided by the Village Clerk.
2. The public-comment period for any single speaker may not exceed 5 minutes and the public-comment period for any single meeting may not exceed 45 minutes. In the event that there are more speakers who have signed in to speak in advance of the start of the public meeting than the time limit will allow, then the speakers permitted to speak at that meeting will each be allowed a maximum of 5 minutes to speak.
3. The Mayor may allow a person representing a group to speak on behalf of that group for no more than 10 minutes.
4. The order of the speakers shall be determined by the order on the sign in sheet.
5. The Mayor may create and enforce reasonable rules to preserve order and decorum (for example, prohibiting applause, cheering, booing, shouting, use of profanity, or the use of signs, banners, placards).
6. Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed.
7. The Mayor may suspend the rules in order to provide more public comment, as he deems appropriate or at the request of any Trustee.