

**POLICY AND PROCEDURES GOVERNING THE PUBLIC COMMENT
PERIOD AT MEETINGS OF MEMBERS OF THE BATTERY PARK CITY
AUTHORITY**

The purpose of this Policy and Procedures Governing the Public Comment Period at Meetings of the Members of the Battery Park City Authority (together with the Battery Park City Parks Conservancy, the “Organization”) (this “Policy”) is to provide specific protocols and guidelines so that the public comment period at meetings of the members of the Organization is conducted in an orderly and fair manner.

I. Agenda

The Organization shall post an agenda for each meetings of members on the Organization’s website at least forty-eight (48) hours in advance of the scheduled meeting. The Organization shall also distribute the agenda to community stakeholders, including elected officials, Community Board 1 and members of the press.

II. Comment Requests

Any person who would like to speak during the public comment period of a meeting of the members of the Organization shall make a request via email to boardcomment@bpca.ny.gov no later than 5:30 PM EST on the business day prior to the date of the members’ meeting. Any such request to comment during the public comment period shall include either the agenda item on which they wish to comment or a description of the matter(s) on which they wish to comment.

III. Meeting Procedures

- i. The Chairman of the Board shall determine when the public comment period will take place during each meeting of members of the Organization.
- ii. The public comment period at meetings of the members of the Organization shall be limited to no longer than thirty (30) minutes.
- iii. Each speaker during the public comment period shall be allocated no more than two (2) minutes to provide his or her comments.
- iv. There shall be no more than ten (10) speakers who will be allocated time to speak at any public comment period.
- v. If there are more speakers than ten (10) speakers, then priority will be given on a first-come, first served basis to those who have submitted comment requests. Further, the Organization reserves the right to prioritize comments that have not been previously raised.

IV. Effective Date

This Policy shall take effect immediately.

V. Amendments

The Organization reserves the right to amend or revoke this Policy at any time in its sole discretion.