

## **BOARD OF SELECTMEN**

### **RULES OF PROCEDURE**

#### **Public Comments:**

- One 15-minute Public Input session will be allowed during each Board of Selectmen Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 3 minutes.
- No person may address the Board more than twice on any issue in any meeting. Comments must be addressed to the Chair and we ask that the speaker conduct themselves in a respectful manner.
- Questions cannot be directed to an individual Board member and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Manager who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Board for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
- Board members may request a comment be added to New Business at a subsequent meeting.
- No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

#### **CITIZEN QUESTION/ANSWER COMMENTS:**

- Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Board and Town Manager, will determine if the question can be answered at that time.
- Issues raised during Citizen Questions/Answer Comments, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Manager who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Board for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.