



## TOWN OF CONWAY, MASSACHUSETTS

### Selectboard

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## TOWN OF CONWAY SELECTBOARD PUBLIC COMMENT POLICY

- The Selectboard may reserve time for Public Comments on its open meeting agenda at each meeting. The purpose of the public comment period is to bring matters of public interest to the attention of the Board.
- Public Comment sessions are for speakers to address the Board on matters that are not related to any other agenda item. If a speaker wishes to address the Board on a matter related to an agenda item, the Chair may accept public comment when that agenda item is reached during the meeting.
- Persons may speak upon the permission of the Chair of the Selectboard and must stop speaking upon request of the Chair.
- Individuals should identify themselves by full name.
- During Public Comment portions of a meeting, members of the public are allowed up to two (2) minutes to speak; may speak only once, and only when recognized by the Chair; and may not yield time to another speaker. Public Comment sessions are limited to 15 minutes total.
- Redundant comments are discouraged; if multiple speakers wish to talk on the same subject, they are encouraged to choose one spokesperson.
- All speakers must present their remarks in an orderly and peaceable manner without disruption to other speakers. Speakers are further encouraged to respect the views and opinions of others, including members of the Selectboard and the general public.
- Public Comment is not intended for Selectboard debate with the general public nor meant to answer questions without the time needed for proper research. Answers may be provided as soon as possible to the inquiring party. It is the Chair's responsibility to ensure that personnel matters are not discussed.

Adopted this 12<sup>th</sup> day of August, 2024

Chris Waldo, Chair

Erica Goleman, member

Elaine Campbell, member