



# *Town of Groveland*

## *Board of Selectmen*

### *Policy*

## Resident/Public Comment

Resident/Public Comment is not a discussion, debate, or dialogue between or among citizens and the Board of Selectmen. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business. While the Board will not typically respond to citizen comments or questions posed at Resident/Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if s/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the Board of Selectmen, s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern the Resident/Public Comment participation at the Board of Selectmen meetings.

### Resident/Public Comment

The Board of Selectmen will have a 15-minute Resident/Public Comment section at each meeting, which shall generally follow the opening of the meeting, according to the following guidelines:

M.G.L. c. 30A, § 20 state “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Board of Selectmen Chair, as presiding officer, will invite those speakers who follow the procedure specified below.

1. Anyone who wishes to participate in the RESIDENT/PUBLIC COMMENT portion of the Board of Selectmen Meetings must notify the Chair in writing prior to the start of the scheduled meeting, with the specific interest for wishing to speak. The Chair will then approve or re-direct the citizen / presenter.
2. Any person invited to speak must identify him or herself by name and address, prior to addressing the Board.
3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments.
4. The amount of time allocated for the session will be a maximum of 15 minutes.
5. The session will be held at the beginning of each regularly scheduled Board of Selectmen meeting.

6. Topics presented must be relevant to the business of the Board of Selectmen as a whole. Items addressed to individual members will not be allowed.
7. Discussion of individual personnel issues will be strictly prohibited.
8. Negative remarks or disparaging comments directed towards public employees will not be allowed and any such behavior will immediately terminate the discussion.
9. Votes by the Board will not be taken during Public Comment.
10. Responses to concerns will be made at the Chair's discretion.
11. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
12. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.

*Policy Approved by BOS on February 9, 2015 with unanimous vote  
Amended on November 13, 2017 with a vote of 3-2-0.*