

AofD 10/1/14 agenda  
Reference item # 13.C.

Barnstable  
County  
Commissioners

### **POLICY ON PUBLIC COMMENT**

Any member of the public may appear at a public meeting of the Barnstable County Commissioners and request to address a topic pertaining to matters within the jurisdiction granted by law to Barnstable County by the General Court at the Public Comment portion of the Meeting of the County Commissioners subject to the approval of the Chair. Barnstable County has two policies regarding public comment. These policies distinguish between comment relating to routine matters such as announcement of events or administrative comments that do not include discussion by the County Commissioners and comment that relates to a "topic" that invites participation by the County Commissioners that requires a posting on an agenda to comply with the Open Meeting Law.

#### BRIEF PUBLIC COMMENT ON ROUTINE MATTERS

Public comment on routine matters such as announcement of scheduled events or recognition of an individual who has contributed to the community shall be limited to 3 minutes unless otherwise approved by the Chair. Since the matter has not been included on the posted Agenda of the Meeting, the County Commissioners may not participate in discussion of the topic.

#### PUBLIC COMMENT ON TOPICS THAT INVITE PARTICIPATION BY THE COUNTY COMMISSIONERS

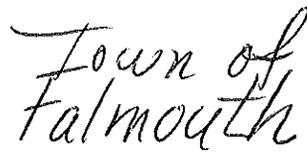
Any member of the public may submit a request to address a topic relating to matters within the jurisdiction granted by law to Barnstable County that invites participation and discussion by the Commissioners by communicating by written or electronic transmission to the County Administrator.

The County Administrator shall contact the Chair about the request. The Chair shall designate a date and time to the person submitting a request, <sup>or to</sup> make public comment at a meeting of the County Commissioners and the Office of the County Administrator shall notify the individual of the time and date designated for the

discussion topic. The Agenda will include the name of the individual and the topic about which the discussion will be made and the date and time of the public meeting of the County Commissioners when the topic will be discussed.

The Chair shall determine in consultation with the requestor the amount of time necessary for discussion. The individual or group requesting time are encouraged to provide materials or documents to the Commissioners in advance so as to foster the discussion.

Adopted on June 15, 2011



## POLICY ON PUBLIC COMMENT

Any member of the public may appear at a public meeting of the Board of Selectmen and request to address a topic pertaining to matters within the jurisdiction granted by law to the Town of Falmouth by the General Court at the Public Comment section of the Meeting of the Board of Selectmen subject to the approval of the Chair and not related to any item on the current agenda. The Board of Selectmen has two policies regarding public comment. These policies distinguish between comment relating to routine matters such as an announcement of events or administrative comments that do not include discussion by the Board of Selectmen and comment that relates to a “topic” that invites participation by the Board of Selectmen that requires a posting on an agenda to comply with the Open Meeting Law.

### BRIEF PUBLIC COMMENT ON ROUTINE MATTERS

Public comment on routine matters such as announcement of scheduled events or recognition of an individual who has contributed to the community shall be limited to 2 minutes unless otherwise approved by the Chair. Since the matter has not been included on the posted Agenda of the Meeting, the Board of Selectmen may not participate in discussion of the topic.

### PUBLIC COMMENT ON TOPICS THAT INVITE PARTICIPATION BY THE BOARD OF SELECTMEN

Any member of the public may submit a request to address a topic relating to matters within the jurisdiction granted by law to the Town of Falmouth that invites participation and discussion by the Board of Selectmen by communicating by written or electronic transmission to the Town Manager’s office.

The Town Manager’s office will contact the Chair about the request. The Chair shall designate a date and time for the public comment request and the Town Manager’s office shall notify the individual of the time and date designated for the discussion topic. The Agenda will include the name of the individual, the topic about which the discussion will occur, and the date and time of the public meeting of the Board of Selectmen when the topic will be discussed.

The Chair shall determine the amount of time for the discussion. The individual or group requesting time is encouraged to provide materials or documents in advance so as to foster the discussion.

***Adopted: March 24, 2014***

*Attached: Falmouth Board of Selectmen’s Speakers Policy*



# TOWN OF FALMOUTH

Office of the Town Manager & Selectmen

59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320  
Fax (508) 457-2573

## Speakers Policy

Adopted: November 5, 2012

This policy is to promote orderly public hearings and insure the efficient administration of business, while maintaining civility of all attendees before town boards and committees.

1. The chair shall call the meeting to order and introduce all board members present to the public in attendance and identify the voting members if there are alternate or associate members present.
2. The Board shall conduct its business in accordance with the open meeting law.
3. Only speakers recognized by the chair shall be permitted to speak. All persons wishing to speak shall be recognized by the chair in the order determined by the chair.
4. There shall be no time limit on recognized speakers unless, 1) the chair announces the limit at the beginning of the hearing, and 2) the limit applies equally to all speakers. No speaker may yield to another speaker without permission of the chair.
5. Speakers shall focus remarks on the agenda item and remain "on topic". There shall be no discrimination based upon the speaker's viewpoint. The chair may terminate extraneous and irrelevant remarks after warning the speaker to focus remarks on the subject matter.
6. Members of the public audience shall remain silent until recognized as a speaker by the chair.
7. Personal remarks about any member of the Board, any person having business before the Board or any other identified individual are not appropriate conduct. The chair may dismiss a speaker who violates this policy after warning the speaker to refrain from personal remarks.
8. Any person who interrupts the meeting or refuses to keep quiet or otherwise disrupts the proceedings of the Board shall be admonished by the chair to comply with this policy. If the interruption or disruption continues, the chair may ask the offender to leave the meeting room, and if the offender refuses, the chair may summons a police officer or constable for the purpose of removal.
9. The minutes of the meeting shall reflect any admonishment or warning given to a speaker and any other action taken with respect to enforcement of this policy.
10. Members of the Board shall conduct themselves respectfully to other board members, speakers and members of the public in attendance.

# Town of Chatham

## **Public Announcements and Agenda Requests Policy**

Each Board of Selectmen's meeting shall begin with Public Announcements and Agenda Requests (following approval of minutes, if applicable). This portion of the meeting shall not, in its entirety, exceed twenty minutes.\*

Each recognized speaker during Public Announcements and Agenda Requests shall keep his/her remarks to no more than three minutes.\*

Generally, remarks that are to be considered appropriate for this portion of the meeting are those that do not encourage debate, but rather are more simple announcements, requests or statements of interest. If a subject, in the opinion of the Chairman of the Board or the majority of its members, would better be addressed as a future agenda item because it warrants public notice and/or debate, then the Chairman shall restrict the comments and/or declare them out of order.

Previous actions and/or deliberations of the Board of Selectmen are not appropriate for discussion during Public Announcements and Agenda Requests.

\*These time limits will be enforced at the discretion of the Chairman of the Board of Selectmen.

*(This policy was formerly the Public Forum Policy, adopted Jan. 18, 2005. The name of this portion of the Board of Selectmen's meeting was changed by the Board on April 1, 2014)*