

Memorandum: Public Comment in Select Board Meetings

- I. Public comment is a select board tradition that allows members of the public to address the board on pertinent subjects *not* on the agenda. It is important to note that this is an opportunity for citizens to be heard, not to receive answers or engage in dialogue with the board. It should also be noted that citizens may speak only with the approval of the select board. The board also reserves the right to postpone public comment to later in the meeting or to another meeting altogether.
- II. Procedures
 - A. When possible, we will schedule public comment before any scheduled appointments.
 - B. Any resident may speak on any pertinent subject not prohibited by select board policy. Non-resident taxpayers and non-resident business owners may speak on matters relating to the property upon which they pay taxes or the business they own. Anyone else may speak if a majority of board members express their approval in a vote.
 - C. Members of the public wishing to speak should first write their name and topic on the signup sheet, which will be available before the select board meeting (see Appendix). The chair will receive the signup sheet [and share it with the other select board members and town administrator] before the meeting opens. The chair can then call speakers by name. The board will also have a general idea of what will be spoken about. When speakers sign up, they will also be presented with a concise statement of this policy. When the chair calls for public comment, speakers that have signed up will be invited to sit in the seat designated for those addressing the board. The chair should ask if the speaker has read and understands the policy. If the speaker answers yes, the speaker may address the board for up to 3 minutes.
 - D. No public comment concerning elected or appointed officials, Granby citizens, or other individuals will be allowed if it would be ordinarily dealt with in executive session. Specifically prohibited comments include, but are not limited to:
 1. the reputation, character, physical condition or mental health of an individual
 2. the discipline or dismissal of a public officer, employee, staff member, or individual
 3. complaints or charges brought against a public officer, employee, staff member, or individual
 4. charges of criminal misconduct or the filing of criminal complaints concerning a public officer, employee, staff member, or individual
- III. Board Responses to Public Comment
 - A. All public comment is taken under advisement.

Adopted 3-01-10

10-01

- B. If public comment requires a response, the select board will send a letter to the speaker *after* the issue has been researched. This letter will also be read aloud during the old business section of the agenda.

PUBLIC COMMENT SIGN UP

NAME _____ (Please Print)

TOPIC _____

Your signature indicates that you have read, understand, and agree to abide by the guidelines for public comment.
