

SELECTMEN'S CITIZEN'S COMMENT PROCEDURE

The Board will schedule a "Citizen's Comment" at each meeting after scheduled agenda items with the following guidelines:

- i. In order to facilitate the process, at the beginning of each meeting the BOS will place a sign-up sheet at the rear of the meeting room. Residents are asked to write their names on the sign-up sheet and note the topic on which they wish to address the Board. Residents will be called to speak in the order of sign-up.
- ii. Upon being called up, the citizen shall approach a microphone and introduce him/herself clearly by name and address. This is intended to ensure that citizen input is fully audible to attendees of the meeting and people viewing the meeting via SudburyTV.
- iii. As the topic of a "Citizen's Comment" will not be on the agenda as required by the 48 hour Open Meeting Law, the Board members will not be able to deliberate or take votes on the topic and may only listen and ask questions during the "Citizen's Comment" time. The Board may, at the Chair's discretion, schedule the topic for a later Board meeting as an agenda item.
- iv. The Chairman shall be sensitive to the subject matter under discussion and if it involves the performance of an official of the Town who has not previously been advised that a matter may be discussed, the citizen's comments will be noted but further discussion shall be curtailed. The Board may, at the Chair's discretion, schedule the topic for a later Board meeting as an agenda item.
- v. If the citizen has comments about a Town employee's performance, the citizen's comments will be curtailed and the citizen will be directed to discuss this topic with the Town Manager outside of a Selectmen's meeting.
- vi. The Chairman may, at his discretion, because of the lateness of the hour or time spent on a single item, close the Citizen's Comment in order to finish the Board's business meeting.