

MUNICIPAL OFFICES



Municipal Manager
Superintendent of Public Works

Phone (802) 485-6121
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51 SOUTH MAIN STREET
NORTHFIELD, VERMONT 05663

PROCEDURES FOR PUBLIC PARTICIPATION

In order to encourage public discourse and provide for an orderly system to conduct Town and Village affairs by the Board of Selectmen and the Board of Trustees, the following procedures are adopted:

All individuals or groups wishing to address the Boards shall contact the Manager's Office by 4:00 p.m. on the Thursday preceding the regular Board meeting;

The Manager shall place the individual or group on the Agenda under Public Participation by name and briefly covering the subject to be addressed;

Individuals or groups shall limit their remarks to the issue being considered, refrain from any personal attacks, and not speak more than five (5) minutes without permission of the Chair;

A public member may comment on issues at the time the Board is considering the issue only when recognized by the Chair and only for so long as comment is germane to the issue then under consideration. The Chair may terminate comment that is not germane or is merely a personal attack;

Except in unusual circumstances, if action is requested of the Board the item shall be placed on the Agenda for the next regular meeting with a staff report covering the details of the request. The Manager's Office shall notify the individual or group if for some reason the item cannot be placed on the Agenda for the next regular Board meeting;

The individual(s) or groups not on the Agenda will be allowed to address the Board at the end of the formal meeting;

All rulings by the Chair regarding Public Participation shall be final unless overruled by the Board under Robert's Rules.

These procedures shall remain in force unless specifically changed by a majority vote of the Board.

Handwritten signature of Donald M. Wallace in blue ink.

Donald M. Wallace
Chair, Board of Town Selectmen

Handwritten signature of Thomas McCarney in blue ink.

Thomas McCarney
Chair, Board of Village Trustees

Date: 27 June 2005

Date: 7/26/05