GUIDELINES FOR COMMENT AT A PUBLIC HEARING AND PUBLIC COMMENT

A speaker is requested to give their name and affiliation (if any) for the record.

Speakers shall address all members of the Planning Board and shall avoid speaking at any one member directly or to the Applicant or the general public present at the meeting. Debate or discussion between the speaker and an applicant or any other attendee shall not be permitted.

A speaker's individual time to speak at a public hearing may not exceed four (4) minutes. The Chair, by motion and vote of the Board, may reduce such time to no less than three (3) minutes if the Chair or the Planning Board determines that an additional time limitation is appropriate due to the number of items on the agenda or the number of people present who wish to speak.

Speakers are permitted to take only one opportunity per meeting to share their comments unless the Chair allows a speaker to make additional comments, but they shall only be heard after any who wish to speak have had opportunity to be heard.. Speakers should try to focus on new or different information in their commentary. Repetitive comments made previously or at prior meetings are prohibited and may be interrupted by the Chair to continue the progress of the meeting.

Public hearings and public comment are a time for the Board to hear from the public. It is not a question-and-answer session. The Board will not reply to questions during public speaking time and may address them at a later time during Board review of applications..

Speakers shall observe commonly accepted rules of courtesy and decorum and verbal interruptions or shouting are prohibited. The audience shall be respectful of all speakers and shall refrain from comments, gestures (such as clapping, cheering or booing), private discussions, cell phone use or actions that may otherwise interfere with the meeting.

Any statements, comments or remarks made by a Speaker (1) shall not concern the motives of a member of the Planning Board and (2) shall not constitute a personal and/or political attack or criticism of any applicant, member of the Planning Board, or any other person involved in the proceeding.

Interested parties, or their representatives may address the Planning Board by written submission prior to the close of the public hearing. Those who speak publicly are encouraged to supply their comments in writing.

Any speaker who fails to conform their conduct to the rules provided herein shall be directed by the Chair to cease speaking and yield the floor.

Copies of the guidelines for public comment shall be made available to the audience at the meeting along with a copy of the agenda.