This Public Participation at Board Meetings Policy passed by the Board of Selectmen on April 24, 2014 shall supersede any previous Public Participation at Board Meetings policy in place prior to this date.
1 PURPOSE
1.1 Board meetings are conducted to carry on the official business of the Town of Harrison. All regular, special and emergency meetings of the Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy.

2 SCOPE
2.1 Although Board meetings are not public forums, the Board will provide appropriate opportunities for citizens to express opinions and concerns.

2.2 The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

2.3 During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the Town, except for personnel matters or complaints concerning specific employees, which shall be addressed through established policies and procedures.

3 GUIDELINES
3.1 Citizens and employees of the Town are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair’s discretion.

3.2 Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.

3.3 The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.

3.4 In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.

3.5 During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.

3.6 Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.

3.7 The Chair may limit repetitive statements and comments.

3.8 All speakers are to address the Chair and direct questions or comments to particular Board members or the Town Manager only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Town Manager to be addressed at a later time.
3.9 Members of the Board and the Town Manager may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues.

3.10 No complaints or allegations will be allowed at Board meetings concerning any person employed by the Town. Personnel matters or complaints concerning employees or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.

3.11 In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments to the Board. The Board requests that groups or organizations be represented by designated spokespersons.

3.12 The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.

3.13 Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

4 AGENDAS

4.1 Shall be published in advance of each meeting in accordance with Board policy.

4.2 Copies will be posted and/or available prior to regular meetings, at the Town Office. Anyone desiring additional information about an agenda item should direct such inquiries to the office of the Town Manager.
GIVEN UNDER OUR HANDS THIS 24th DAY OF APRIL A.D. 2014

HARRISON BOARD OF SELECTMEN:

______________________________________
William Winslow, Chairman

______________________________________
Kathy Laplante, Vice Chairman

______________________________________
Matthew Frank

______________________________________
Richard St. John

A True Copy
Attested___________________________ Date__________