

## Monmouth Select Board Business Meeting Public Comment Guidelines

Subject to the Select Board's discretion, public comment may be allowed during the normal business meeting.

In order to maintain a comfortable, non-threatening and productive environment during the business meeting, members of the public recognized to speak will be expected to adhere to the following guidelines.

**Voice level** — voice level should be that of normal conversation. Shouting or aggravated, extremely elevated voice levels will result in the speaker losing the floor.

**Gestures** — body language and gestures are a part of normal conversation, however threatening or intimidating gestures and body movements will result in the speaker losing the floor.

**Subject Matter** — any issue of public policy or board business is acceptable for comment. Personal attacks directed at any member of the board or the public will result in the speaker losing the floor. Comments formed with the intent to pry into the personal life of board members or any member of the public will not be permitted.

**Comment Time** — comments should be completed in 2-3 minutes. Comment time may be extended or reduced at the discretion of the Moderator.

**Moderator** — the Chairperson may ask another member of the board to act as Moderator for the public comment period. The Moderator will have authority to enforce the public comment guidelines and maintain order.

Anyone instructed to yield the floor who refuses to do so may be asked to leave the meeting.

Anyone disrupting the business meeting may be asked to leave the building.

Anyone failing to leave after being instructed to do so will be referred to the Monmouth PD for appropriate action.