

# PUBLIC COMMENT GUIDELINES

**THE TOWN COMMISSION ENCOURAGES CITIZEN PARTICIPATION IN THE MEETING AND REQUESTS YOUR COOPERATION WITH THE FOLLOWING GUIDELINES:**

- Please fill out a Public Comment Form, found below.
- Indicate the subject matter on which you wish to speak next to “Agenda Item” or “Non-Agenda Item,” depending on which it is (see agenda to determine).
- **FOR NON-AGENDA ITEMS** - provide form to Town Clerk at her desk to the right of the Commission dais **BEFORE** the beginning of the meeting.
- **FOR AGENDA ITEMS** - provide to Town Clerk at her desk to the right of the Commission dais **AT THE LATEST** before the agenda item you are commenting on is about to be addressed at the meeting.
- The mayor will call your name when it is your turn to speak. Please come to the podium, state your name and address, and direct your comments **ONLY** to the mayor or commission as a whole. *Comments to the audience are not permitted.*
- Comments are limited to 3 minutes. The Town Clerk will keep track of time, and there is a visible clock for the speaker’s convenience.
- Please note that the Commission does not engage in a dialogue with persons making public comment.
- Members of the public may not speak more than once during public comment on non-agenda items, and they may not speak more than once on any one agenda item.
- **PLEASE NOTE** - Public Comment on Non-Agenda Items will be heard as indicated on agenda. Public Comment on Agenda Items will be heard at the beginning of each agenda item discussion.

Members of the Sewall’s Point community, its elected officials, and town staff place a high value on constructive and thoughtful discussion of public issues. To this end, all who participate in meetings, including public officials, staff, and members of the community, observe the following:

- Treat everyone with respect and courtesy.
- Be respectful of others’ time by being clear and concise in your comments.
- Demonstrate honesty and integrity in your comments and actions.
- Focus on the issues and avoid personalizing issues.

**PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**