

## **TOWN OF BECKET GUIDELINES for BOARD of SELECTMEN MEETINGS\***

The following guidelines have been established to make the best use of time at Board of Selectmen meetings. We value input from residents and look forward to hearing your questions, comments or concerns. While offering public input, it is important that the Board of Selectmen is also allowed enough time to conduct their other business.

1. Board of Selectmen Meetings are scheduled for the 1st and 3rd Wednesdays of the month at 7:00 P.M., unless otherwise posted.

2. To reserve time on the Agenda persons must contact the Town Administrator at 413-623-8934 by NOON on the THURSDAY before the meeting.

3. The Board of Selectmen reserves a portion of its meetings for Public Input and encourages participation as follows:

- Public Input is a time when town residents can bring matters before the Board of Selectmen that require a minimum of discussion and are not on the agenda.
- Please try to keep your comments short and to the point. Plan on being allowed up to five minutes per person, not per topic, to speak at any meeting under Public Input.
- If it appears that the topic(s) being discussed will consume longer than the five minutes allocated then, at the discretion of the Chair, the matter will be placed on an upcoming Board of Selectmen meeting agenda.
- If you believe that your topic will require more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Administrator to ask to be put on a future agenda so that we can properly allocate enough time.
- You are free to ask questions or to make your point for all to consider. However, engaging in active debate with Board of Selectmen or audience members will not be allowed. All comments and questions must be directed to the Chair of the Board of Selectmen.
- All remarks must be respectful and courteous, free of name-calling and personal attacks. Inappropriate language will not be tolerated.

4. Employees and Board members who have business with the Board of Selectmen should be placed on the agenda and not request recognition during Public Input.

5. Correspondence as listed on the back of the Board of Selectmen agenda is available for review at the meeting.

6. Anyone wishing to contact the Board of Selectmen in writing may do so at:

Board of Selectmen  
Town of Becket  
557 Main Street  
Becket, MA 01223

The Board of Selectmen appreciates your cooperation in honoring these guidelines.

**(Approved by Board of Selectmen 12/7/2011; revised 5/15/13)**

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\* All meetings are held per the **Open Meeting Law, M.G.L. c. 30A, §§ 18-25**

## TOWN OF BECKET GUIDELINES for BOARD of SELECTMEN MEETINGS\*

What public participation in meetings must be allowed?

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. Any member of the public also has a right to make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of such recording at the beginning of the meeting.

While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If after clear warning, a person continues to be disruptive, the chair may order the person to leave the meeting, and if the person does not leave, the chair may authorize a constable or other officer to remove the person.

*From: The Official Website of the Attorney General of Massachusetts*

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