



CARVER SELECT BOARD

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To: All Department, Board, Committees, Commissions and Residents
From: Alan Dunham, Chairman
Date: May 8, 2019
Subject: **Board of Selectmen Agenda Policy**

The policy for setting agendas for the Board of Selectmen meetings is as follows effective as of the date of this memo:

Department Heads, Committees, Commissions, Boards and Other Agenda Items:

1. The deadline to be placed on the Agenda for a meeting is 4 p.m. on the Wednesday prior to the Selectmen's meeting (second and fourth Tuesday of the month) and the office must be provided as much background material accompanied by a written short summary by the deadline.
2. All members of the Board of Selectmen, as the elected representatives of the Town of Carver, may submit items for the Agenda. Every effort shall be made to ensure agenda items submitted by Board members will be included in the next scheduled meeting of the Board of Selectmen providing the item has been requested with sufficient time to meet the requirements of the Open Meeting Law.
3. If the written material is not received by the office by the deadline the item will not be placed on the Agenda. This will permit members of the Board an opportunity to review the material prior to the meeting. As an example it is not sufficient, due to the Open Meeting Law, to indicate on the Agenda that the XYZ Committee, or Mr. Smith will be coming before the Board of Selectmen. The public must be aware by looking at the Agenda what topics are going to be discussed.
4. On a request from a resident, the Chairman will make the determination if it will be placed on the Agenda or if the issue will be directed to another Department Head/Committee/Board/Commission to better resolve the resident's concerns.
5. Citizen Participation: There shall be one session of Citizen Participation at each regularly scheduled meeting of the Board of Selectmen. This session will be held after the Pledge of Allegiance and any announcements made prior to the Town Administrator Notes. This session will be 5-10 minutes in length and no speaker may speak more than 3 minutes. Speakers must confine comments to items listed on the agenda for that particular meeting. This will allow Citizens to provide input to the Board prior to the Board entering into discussion on the various agenda items. Personalities, politics, personal attacks, personnel issues and pending litigation are not appropriate material and will be ruled out of order by the Chair. The Chair is authorized to issue warnings to the offending parties and to determine if requests for future agenda items are appropriate.

The party requesting to be placed on the Agenda must provide eight copies of the written material to the office if the office is unable to reproduce the material.

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