

Town of Waterford Town Board

Attending Citizens Comments

Registration Form

We welcome your comments; please keep your comments brief and professional. Each pre-registered guest has up to minutes per board meeting to speak. See reverse side for rules and procedures

Date: _____

Name: _____

Address: _____

Email: _____

Phone Number: _____

Organization (if applicable): _____

Would you like to speak during the Town Board Meeting? (Circle one) **Y / N**

(Speaking guests and/or citizens will be called upon at the appropriate time to speak)

You can register your opinion or comments on a specific agenda item if you do not want to personally speak during the formal board meeting by completing the below information. These acknowledgements will read at the appropriate time during the meeting.

Board Agenda Item: # _____ for / against Brief written statement: _____

Board Agenda Item: # _____ for / against Brief written statement: _____

Board Agenda Item: # _____ for / against Brief written statement: _____

Board Agenda Item: # _____ for / against Brief written statement: _____

Board Agenda Item: # _____ for / against Brief written statement: _____

Other general written comments: _____

***Completed forms must be returned to the Town Clerk before the meeting is called to order to be considered.
Thank you for your concern and participation in our municipal government.***

TOWN OF WATERFORD MEETING PROCEDURES FOR PUBLIC COMMENTS

The Town of Waterford does hereby state the below civil and orderly set of rules and procedures for the handling of Public Comments. These procedures are in place to facilitate an open, courteous, orderly and professional public meeting while handling the affairs of the Town of Waterford. The purpose of board meetings is to handle the business of the Town in a professional orderly manner. Citizens are welcome and encouraged to witness Town Board meetings and to address the Town Board in a professional and courteous manner when recognized by the Town Chair and/or their designee.

In order to ensure all Waterford Town Board meetings are conducted in an orderly and businesslike manner, all attendees and participants will adhere to the following procedures related to the acceptance of public comments.

Unless called upon by the Town Chair, citizens and/or guests are permitted to address the board only during the agenda item appropriately titled “Public Comments”.

Rules pertaining to the acceptance of Public Comments:

- Citizen Comment Registration forms will be made available to attendees in advance of board meetings.
- If attendees wish to address the Board during the Public Comment period, they must complete a registration form and turn it in to the Town Clerk before the meeting is called to order.
- **Persons who fail to register will not be allowed to comment during the formal meeting of the board unless permitted by the board.**
- During the Public Comment period, the Town Chair will announce registered citizens by name.
- Upon hearing a pre-registered citizen’s name, they are asked to stand, state their address for the record and make their comments in a professional and businesslike manner. Each registered citizen will be allowed to address the Board once and will be limited to three minutes unless an extension is granted by consent of all board members.
- Comments must address the board as a governing body. Questions specifically to a particular board member or directed to a specific employee of the Town are not permitted during the board meeting.
- While questions may be asked for clarification purposes, Board members will not engage in debate with citizens at any time during the meeting. The purpose of the public comment period is to accept comments for board members to take into consideration when deliberations of the elected body begin. During Board meetings, the privilege of debate is limited to and between elected representatives only.
- As an alternative to speaking during the public comment period, citizens and/or guests may utilize the Citizen Comment Registration form to submit a support or opposition statement that is related to a specific item on the agenda with the Town Clerk. These forms must be completely filled out prior to the beginning of the formal board meeting. The Town Clerk will report the quantity of statements filed- in support and in opposition- and comments received on these forms immediately after the Town Chair announces the agenda item.

Rules pertaining to the conduct of attending citizens and/or guests:

1. Citizens and/or guests must remain silent from individual conversation and/or meeting distractions/disruptions in the audience. Distractions and disruptions include, but are not limited to, clapping of the hands, hissing, or booing.
2. Cellular phones or other electronic devices that by design or use make noise are prohibited from use during the board meeting. The exception to this rule is if the device is being used during an authorized presentation to the board during the meeting or for Emergency Personnel.