



**Town of Deerfield
Selectboard
&
Board of Health**

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Public Comment Procedures

February 9, 2022

To provide Selectboard Meeting attendees the opportunity to share information with the Board and to ensure the ability to conduct business in an orderly manner, the following procedures will be used at all meetings. This procedure builds on the Public Comment Policy adopted on November 11, 2021.

Public Comment will occur at the beginning of the meeting after the Selectboard convenes and follow the Public Participation Policy adopted by the Selectboard on November 11, 2021 as follows:

1. Public Comment will be held for up to **20** minutes;
2. Speakers will be allowed two (2) minutes to present their material. The presiding Chair (or designee) may permit extension of this time limit;
3. A member of the Selectboard will time the public comment session;
4. Topics for discussion will be limited to those items under the authority of the Selectboard;
5. Speakers shall identify themselves, including their name, address, town of residence, and if representing a group, the name of that group;
6. One person may represent a group, as noted in the Public Participation Policy, and if in that situation, that person must identify him/herself including their name, address, town of residence, and the name of the group represented;
7. All remarks will be addressed through the presiding Chair (or designee) of the meeting.

This is procedure and the Public Participation Policy may be reviewed on the Town website www.deerfieldma.us.