



Town of Sudbury

Select Board

www.sudbury.ma.us/selectboard

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
selectboard@sudbury.ma.us

CITIZEN'S COMMENT PROCEDURE AND OFFICE HOURS PROCEDURE

(Adopted 9/13/13)

1. In order to facilitate the process, at the beginning of each meeting the Recording Secretary for the Board will place a sign-up sheet at the rear of the meeting room. Residents are asked to write their names on the sign-up sheet and note the topic on which they wish to address the Board. Residents will be called to speak in the order of sign-up.
2. Upon being called up, the citizen shall approach a microphone and introduce him/herself clearly by name and address. This is intended to ensure that citizen input is fully audible to attendees of the meeting and people viewing the meeting via SudburyTV.
3. As the topic of a "Citizen's Comment" may not be on the agenda as required by the 48-hour Open Meeting Law, the Board members may not be able to deliberate or take votes on the topic and may only listen, comment and ask questions during the "Citizen's Comment" time. The Board may, at the Chair's discretion, schedule the topic for a later Board meeting as an agenda item. The citizen who made the comment or suggestion shall be notified of the date of such meeting.
4. The Chair shall be sensitive to the subject matter under discussion and if it involves the performance of an official of the Town who has not previously been advised that a matter may be discussed, the citizen's comments will be noted but further discussion may be curtailed. The Board may, at the Chair's discretion, ask follow up questions and/or schedule the topic for a later Board meeting as an agenda item. The citizen who raised the performance issue shall be notified of the date of such meeting.
5. If the citizen has comments about a Town employee's performance, the citizen's comments will be curtailed and the citizen will be directed to discuss this topic with the Town Manager outside of a Selectmen's meeting.
6. The Chair may, at his/her discretion, because of the lateness of the hour or time spent on a single item, close the Citizen's Comment in order to finish the Board's business meeting.
7. Any citizen may also petition the Board to be given time on a future agenda to discuss a particular issue. Whether the citizen will be given such time and, if

given, what information or material will be required to be submitted in advance, shall be at the discretion of the Chair.

8. Citizens have the option of emailing the Board with their questions and comments. The Board's email address is Selectmen@sudbury.ma.us. Please note that the Chair of the Board will endeavor to answer all emails sent to this address within 48 hours of receipt, but may not always be able to do so.
9. Citizens have the option of attending one of the Board's monthly "Office Hours" to discuss items with members of the Board. Please check the Board's Sudbury webpage to see the next scheduled Office Hours session – <http://sudbury.ma.us/departments/BoardOfSelectmen>

Sudbury Board of Selectmen's Office Hours

As a new option for Sudbury residents to meet with members of the Board of Selectmen, the Board will begin offering monthly "Office Hours" where no more than two members of the Board will be at different sites in the Town. These office hours are not public meetings with an agenda, but rather a casual, open time for general discussions with Board members. The Board of Selectmen's Office Hours shall be posted on the Town's web site at least one week before each session.

The Board will begin offering these Office Hours in October 2013 on a trial basis.