



Town of Sudbury

Select Board

www.sudbury.ma.us/selectboard

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PUBLIC COMMENT PROCEDURE

(Adopted 9/13/13, 7/14/26)

1. In order to facilitate the process, at the beginning of each meeting a sign-up sheet will be placed at the rear of the meeting room. Speakers are asked to write their names on the sign-up sheet and note the topic on which they wish to address the Board. Speakers participating remotely should use the raised hand feature. Residents will be recognized to the extent possible in the order they raised their hand or signed up. Speakers are permitted up to three minutes for their public comment, at the discretion of the Chair. The Chair reserves the right to limit public comment. When recognized, the speaker must state their name and address and position or affiliation where appropriate.
2. As the topic of a "Public Comment" may not be on the agenda as required by the 48-hour Open Meeting Law, the Board members shall not deliberate or take votes on the topic. The Board may, at the Chair's discretion, schedule the topic for a later Board meeting as an agenda item. The person who made the comment or suggestion shall be notified of the date of such meeting.
3. Any speaker may also petition the Board to be given time on a future agenda to discuss a particular issue. Whether the speaker 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.
4. Speakers have the option of emailing the Board with their questions and comments. The Board's email address is Selectboard@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.
5. Speakers 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 – <https://sudbury.ma.us/selectboard/>.