



Richard J. LaFond  
Town Administrator

## BOARD OF SELECTMEN

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### MEMORANDUM

To: All Departments, Boards, Committees, Commissions and Residents

From: Francis J. Casey, Chairman

Date: November 24, 2010

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:

#### **Citizen's Participation:**

1. Effective immediately for all future meetings, Citizen Participation will be the first item on the Agenda and will be allotted a maximum of 15 minutes in total, three minutes maximum per person.
2. Any citizen may request, by close of business (4 PM) on the Wednesday preceding the next Board meeting (second and fourth Tuesday of the month), that an item be discussed during the Citizen Participation portion of the meeting.
3. Items requested for placement on the Citizen Participation portion of the Agenda shall be in writing (**hard copy required**) stating the subject matter, and a sample of any written or printed matter intended for the Board in order to permit Members of the Board and opportunity to review the material prior to the meeting. **Any printed material that presents an undue burden on staff due to volume or content (i.e. maps, bound material, etc.) will require the citizen to provide 8 (eight) copies by the agenda closing deadline.**
4. Personalities, politics and personal attacks are not appropriate material for Citizen Participation, as such will be ruled out of order by the Chair, who is authorized to issue warnings to offending parties.
5. The Chairman will decide after reviewing items requested for placement on the Citizen Participation part of the Agenda, whether the item shall be approved to be placed on the Selectmen's Agenda, or whether the issue will be directed to another Department Head/Committee/Board/Commission to better answer the citizen's concerns.

#### **Department Heads, Committees, Commission and 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 must provide as much background material accompanied by a written short summary by the deadline.
2. In an emergency, the Chairman can make exceptions to this policy on a case by case basis.

*Francis J. Casey*