



FINANCE COMMITTEE CITIZENS' ISSUES POLICY

Purpose

This policy outlines the process for a member of the public to address the Finance Committee (the “Committee”) or to appear on the agenda of the Committee at an open meeting of the Committee.

Background

- Per the Open Meeting Law,¹ members of the public are permitted to attend open meetings of public bodies.
- Per the Open Meeting Law, members of the public are not permitted to attend executive sessions of public bodies called for a valid purpose listed in the law.

Policy

A. Addressing the Committee at an Open Meeting of the Committee

1. Public participation at an open meeting of the Committee is entirely at the discretion of the Chairperson of the Committee (the “Chairperson”).
2. Members of the public may not address the Committee at an open meeting without the permission of the Chairperson.
3. Members of the public may not disrupt an open meeting of the Committee and shall remain silent at the request of the Chairperson.
4. The Chairperson may order a disruptive member of the public to leave an open meeting if such member continues to be disruptive after a clear warning from the Chairperson.
5. The Chairperson may authorize an authority having jurisdiction to remove a disruptive member of the public from an open meeting of the Committee if such member does not leave voluntarily.

B. Appearing on the Agenda of the Committee at an Open Meeting

1. Members of the public who desire to appear on the agenda of an open meeting of the Committee shall submit a request in writing to the Chairperson via the office of the Town Clerk (“Town Clerk”).
2. All requests shall be submitted to the Chairperson no less than seventy two (72) hours, excluding Saturdays, Sundays, and legal holidays, before the open meeting of the Committee at which such member of the public desires to appear.
3. All requests shall include a detailed description of the subject matter and a copy of all supporting documents, if any, to be discussed.²

¹ G.L. c. 30A, §§ 18 – 25.

² The Committee prefers to receive PDF copies of any supporting documents.



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4. The Chairperson shall have the authority to approve or deny all requests in the Chairperson's sole and reasonable discretion.
5. The Chairperson shall communicate decisions of requests to members of the public via the Town Clerk.

C. Executive Sessions of the Committee

1. Members of the public are not permitted to attend an Executive Session of the Committee.
2. The Committee shall not consider any requests from members of the public to address the Committee or to appear on the agenda of the Committee at an Executive Session of the Committee.