

Expectations of the Planning Board and General Public at Planning Board Meetings and Hearings

All persons attending Planning Board Meetings and Planning Board Hearings are asked to please sign the attendance sign-in sheet.

Members of the public wishing to speak are asked to sign up on the speakers sheet. (Time will be allotted by the chairman based on the number of speakers.)

Planning Board's Expectations of the **Public**:

- The audience attending the meeting will respect all participants before, during, and after the meeting. The chair will rule out of order any person making disrespectful comments about the board members, staff, and participants.
- Speakers will focus comments on the item before the Planning Board.
- Speakers will address questions to the chair-not to individual Board members or audience members.
- Audience members are encouraged to support a previous speaker's comments but not repeat the same point.
- Audience members are encouraged not to visibly display support or opposition (such as clapping, whistling, etc.) to speaker's points or the board's actions.
- Speakers are encouraged to limit the time for comments: time will be allocated according to the number of speakers for individual's testimony, representatives of a group, applicants, and staff.

What the Public can Expect of the **Planning Board Members**:

- The audience will be treated with respect before, during, and after the meeting. The chair will rule out of order any person making derogatory or disrespectful comments about participants.
- Board Members will give their undivided attention to speakers.
- Speakers will be recognized by the chair and speakers will address questions to the chair – not to individual Board Members or Audience Members.
- Board Members will be neutral in their response to speakers' opinions through their questions, comments, and body language; they will not express an opinion on the agenda item before all public testimony has occurred.
- Board Members will identify the findings that support a vote on an agenda item.
- The chair will strive to provide an equitable amount of time to all speakers on an item.
- Board Members will be prepared on each agenda item.
- Evening meetings will not be allowed to extend past 10:00 P.M.. If needed, the balance of the public hearing/meeting will be reconvened at a later date and time to allow for effective, meaningful public participation.