

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Scott C. Wrenn, Chairman
Sara Rufli, Vice Chairman
Daniel S. Carpenter
Steven Chambers

Section 100

Board of Selectmen Agenda Policy

1.700

02/12

- a. The Board of Selectmen shall take action on items from an agenda prepared by the Town Manager's office in conjunction with the Chair or, in his/her absence, the Vice Chair.
- b. The agenda format shall consist of the following:
 1. Call to Order
 2. Pledge of Allegiance
 3. Public Comments
 4. Presentations/Public Hearings
 5. Communications
 6. Board of Selectmen General Items
 7. Town Manager Items
 8. Tabled Items
 9. Board of Selectmen Member Items. Members will provide a written summary at the time of proposal. Any related documents are to be provided to administrative assistant by the Friday morning prior to meeting for board packets.
 10. Public Comments
 11. Minutes
 12. Adjourn

Executive Sessions may be held at the end or prior to the start of the formal meeting as determined by the chairman.

Items continued from one meeting to the next shall be considered under Tabled Items.

- c. The Board, by majority vote, may change the order of any agenda item.
- d. Public Comments – The purpose of the Board's meeting is to conduct the business of the Town. It is the intent of Public Comments to allow the citizens an opportunity to bring forward items for the Board's attention. It is not the intent to resolve problems under Public Comments. Outstanding issues may be scheduled for an upcoming meeting. In an effort to provide fair access to all citizens and allow the Board time to conduct the business of the Town in an orderly fashion, Public Comments shall be scheduled as follows:
 1. The total time allotted for Public Comments may not exceed 30 minutes. A majority vote by the Board may extend the period.

2. Each individual is restricted to three minutes. A majority vote by the Board may extend the period.
3. All individuals shall sign up 15 minutes prior to the scheduled start time on a sheet located at the podium and indicate their item.
4. Unless otherwise voted on by a majority vote of the Board, comments shall not be accepted by anyone who is not listed on the sign-up sheet.

1.710 Agenda Preparation

- a. Items for the agenda should normally be submitted by Wednesday noon before the Monday meeting. Said agenda item is expected to meet the requirements of the Open Meeting Law. An explanation of agenda items is to be provided by the Town Manager with options for Board action on the items.
- b. The agenda with backup information shall be available for Board members to pick up at the close of business on the Friday before the next week's meeting.

Accepted as printed –

February 27, 2012

Amended January 27, 2014

Amended March 24, 2014