

TOWN OF ALTON

PUBLIC PARTICIPATION AT COMMISSION MEETINGS

The primary purpose of the Parks and Recreation Commission meetings is to conduct the business of the Town. The Commission encourages residents to attend Commission meetings, so that they may become acquainted with the operation and programs of the Town. All official meetings of the Commission shall be open to the press and the public. However, the Commission reserves the right to meet and to adjourn or recess a meeting at any time. The Commission also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

Public participation in the Commission's regular meetings is a privilege that the Commission has adopted in order to assure that persons who wish to appear before the Commission and either discuss agenda items, or who schedule an appointment to bring new matters to its attention, may be heard. At the same time, in order to assure that it may conduct its meetings properly and efficiently, the Commission adopts as policy the following procedures and rules pertaining to public participation at Commission meetings:

1. At regularly scheduled Commission meetings, the agenda will reflect two (2) times during the meeting that allows for public input subject to these procedures:
 - a. Speakers will be allotted three (3) minutes per person to speak to an agenda item, only during the first public input session, unless extended by consensus of the Commission on any matter.
 - b. Speakers will be allotted five (5) minutes per person to speak to a non-agenda item during the second public input session, unless extended by consensus of the Commission on any matter.
 - c. Speakers under the scheduled "Appointment" section will be limited to five (5) minutes, unless extended by a consensus of the Commission.
 - d. Complaints regarding individual employees, other individuals and/or any matter that may, in the opinion of the Commission, infringe on another person's right of privacy will not be allowed. Such matters must be directed to the Town Administrator during normal business hours at Town Hall.
 - e. When addressing the Commission, all speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory, disruptive, repetitive, disorderly or violent statements will be considered out of order and will not be tolerated. The Commission Chair may terminate the speaker's privilege to address the Commission if the speaker does not follow these rules of order.
 - f. If a speaker does not follow these rules after being warned to do so by the Commission Chair, they may be removed from the meeting. Persistent violations of these rules may result in loss of the privilege to address the Commission.
 - g. Public input will be allowed only for items that are on the agenda. If someone wishes to speak on any other subject, they must first contact the Parks and Recreation Department office in writing to schedule an appointment to address the Commission. The written statement shall summarize the topic or subject matter that the person wants to discuss with the Commission or bring to the attention of the Commission. Scheduling an appointment shall be within the sole discretion of the majority of the Commission. If an appointment is granted, the person will be placed on the next available agenda.

Purpose:

The purpose of this policy is to provide the Commission with an opportunity to receive directly from citizens any concerns, desires or hopes that they may have for the community, while keeping the discussion civil and orderly and protecting the rights of others.

Procedure:

1. Persons wishing to be heard on agenda matters during the first public input session must state their name(s) and address, and state which agenda item they wish to be heard on. Persons wishing to be heard on any matter during the second public input session must state their name(s) and address, and state the subject matter or matters they will be discussing.
2. Persons should speak directly to the issue, as briefly and fully as possible.
3. Persons should be specific about what they want acted upon, if that is the case, by the Commission.

Ground Rules:

1. The Chairman of the Commission conducts public input.
2. The Chairman indicates how much time will be allowed for public input.
3. The Chairman will call on those wishing to be heard.
4. The Commission will make no decisions during public input.
5. Any person whose conduct is in violation of the rules set forth above will be ordered to cease and desist such behavior. Should their behavior continue after due warning, they will be removed from the meeting room.