



BOARD OF FINANCE

TOWN
OF
SPRAGUE
CONNECTICUT

PUBLIC COMMENT POLICY AND PUBLIC DECORUM POLICY¹

PUBLIC COMMENT

The Sprague Board of Finance may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

1. Two (2) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to public comment. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
2. A member of the Board of Finance shall be appointed by the Chairperson to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
3. Public comment shall be directed to the Board, not to individual members.
4. All speakers must identify themselves by name and address.
5. Order of speaker comment may be determined by sign-in, if deemed necessary by the Chairperson.

PUBLIC DECORUM

The Sprague Board of Finance has the obligation to taxpayers and the right under law to transact its business fully and efficiently while granting every opportunity to the public to observe the process of government. The presiding officer, i.e. the chairperson or designee, shall be responsible for the orderly conduct of business at each Board of Finance meeting or hearing and shall preserve order and decorum at such proceedings as described herein.

During a Board meeting or hearing, each member of the public shall:

- Be orderly and silent;
- Be allowed to record the proceedings except during an executive session;
- Be provided a reasonable opportunity to address the Board in the manner as explained by the presiding officer (see Policy 1.3 on Public Comment).

During a Board meeting or hearing, each member of the public shall not:

- Campaign for public office or promote private business ventures;
- Use a recording device in an intrusive or disruptive manner;

¹ The Public Comment Policy and Public Decorum Policy are approved Policies 1.3 and 1.7 of the Board of Finance. Reference the Board of Finance Policy Manual for all Board Policies.

- Disrupt the meeting, interrupt another speaker, or use inappropriate language or gestures toward any public official, member of the public, or the proceedings itself; however, each citizen has the right to comment on the performance, conduct, and qualifications of members of the Board;
- Address issues that are not relevant to the business of the Board.

The rules set forth above shall be enforced in the following manner:

1. The presiding officer shall request that a person violating the rules be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disrupting the proceedings, the presiding officer may order him or her to leave. If such person does not remove him or herself, the presiding officer may contact a law enforcement officer to remove that person from the proceedings.
 2. If the presiding officer of the Board does not enforce the rules set forth above, any member of the Board may move to require him or her to do so, and an affirmative vote of a majority of the Board shall require him or her to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.
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