

# TOWN OF SANDISFIELD GUIDELINES FOR SELECT BOARD MEETINGS

The following guidelines have been established to make the best use of time at Select Board meetings. We value input from residents and look forward to hearing your questions, comments or concerns. While offering public input, it is important that the Select Board is also allowed enough time to conduct their other business.

Select Board Meetings are scheduled for Mondays at 7:00 PM, unless otherwise posted.

- 1.) To reserve time on the Agenda persons must contact the Administrative Assistant at 413-258-4711, Ext.3 or at [jbeardsley@sandisfieldma.gov](mailto:jbeardsley@sandisfieldma.gov) by NOON on the WEDNESDAY before the meeting.
- 2.) The Select Board encourages public participation as follows:
  - Town residents can bring comments before the Select Board that require a minimum of discussion and are on the agenda, only after being recognized by the Chair. If your issue is not on the agenda, you may bring it up under “Future agenda items”.
  - “Topics not anticipated” should be brought to the Chair for possible consideration prior to the meeting.
  - Please try to keep your comments short and to the point. Plan on being allowed up to three minutes per person, not per topic, to speak at any meeting.
  - If it appears that the topic(s) being discussed will consume longer than the three minutes allocated, then, at the discretion of the Chair, the matter will be placed on an upcoming Select Board meeting agenda.
  - If you believe that your topic will require more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Manager to ask to be put on a future agenda so that we can properly allocate enough time.
  - You are free to ask questions or to make your point for all to consider. However, engaging in active debate with Select Board or audience members will not be allowed. All comments and questions must be directed to the Chair of the Select Board per MGL Chapter 30A, Section 20(g).
  - All remarks must be respectful and courteous, free of personal attacks. Inappropriate language will not be tolerated.
- 3.) Employees and Board members who have business with the Select Board should be placed on the agenda beforehand (see Item # 1.).

4.) Correspondence listed on the back of the Select Board agenda is available for review at the meeting.

7.) Anyone wishing to contact the Select Board in writing may do so at:

Select Board  
Town of Sandisfield  
66 Sandisfield Road  
Sandisfield, MA 01255

The Select Board appreciates your cooperation in honoring these guidelines.

\* All meetings are held per the **Open Meeting Law, M.G.L. c. 30A, §§ 18-25**

*Approved by Select Board 10/18/2021*

*From: The Official Website of the Attorney General of Massachusetts*

What public participation in meetings must be allowed?

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. Any member of the public also has a right to make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of such recording at the beginning of the meeting.

While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If after clear warning, a person continues to be disruptive, the chair may order the person to leave the meeting, and if the person does not leave, the chair may authorize a constable or other officer to remove the person.