

PROCEDURES FOR ADDRESSING THE HEMINGWAY TOWN COUNCIL

CITIZENS MUST:

- **Be placed on the agenda by 5:00 pm on the Monday prior to the council meeting on Thursday.**
- **Record the following information in the public comments notebook: Name, physical address, and subject(s) to which they plan to speak.**
- **Plan to speak no more than three (3) minutes. Public comment section of agenda is for a total of 15 minutes. In case of other speakers, the time will be adjusted equally.**
- **Be recognized by the Mayor or Mayor's representative.**
- **Identify themselves and proceed with their comments.**
- **Speak in support of an individual position, not that of a group.**
- **Refrain from making personal attacks on town personnel, council members, and other individuals.**

THE HEMINGWAY TOWN COUNCIL WILL:

- **Explain the rules set by council for public participation.**
- **Recognize each speaker.**
- **Receive the speaker's comments only as information.**

If a response is needed the Town Administrator will provide one in writing before the next meeting.

We are pleased that you attended this meeting. We need your continued support and understanding. Please come again.

TOWN OF HEMINGWAY