



WATERTOWN TOWN COUNCIL
PUBLIC PARTICIPATION GUIDELINES
ADOPTED: DECEMBER 5, 2016

1. Running the Meeting

- a. The Chairman, or another Council member acting as Chairman, shall have control over the conduct of the meeting.
- b. All comments and questions from applicants, members of the public, council members and/or staff should be made through the Chair.
- c. The Chairman has discretion to stop a speaker or council member if the speaker is being repetitive or becomes confrontational.
- d. There will be a request for 5 minutes time limit per speaker, per meeting. It will be called Public Participation.
- e. The Chair reserves the right to ask any individual of the public to leave if they prove disruptive of the process.

2. Conduct of Members

- a. Council members should have themselves prepared for every meeting by making sure they have read the information provided by staff in their meeting packets.
- b. Council members should be attentive and respectful when anyone is speaking.
- c. All comments or questions by council members must be made through the chair.
- d. Cell phones should be turned off or at least silenced during the meeting. If a council member must take a phone call or a text, he should recuse himself from the room.