



## ***Public Comment Guidelines***

The Village of North Bay Board of Trustees meetings offer a period of public comment to hear resident concerns. Residents who wish to engage in a dialogue with Village Officials beyond the scope of Public Comment are encouraged to request an appointment with the Official who oversees the matter of concern. Generally accepted meeting guidelines established by Robert's Rules, Jurassic Parliament and the Wisconsin Municipal Clerks Association were used to create North Bay's Public Comment guidelines.

**Public comment procedures:** To ensure a productive and efficient public comment period, please adhere to the following procedures:

- **Format:** Public comments are presented orally.
- **Topic:** Comments must relate to Village policy or business.
- **Timing:** The Public Comment period occurs after the roll call.
- **Sign-Up:** To address the Board, individuals are asked to sign in 10 minutes before the scheduled start time. Please provide your name, address, and the single topic you wish to discuss.
- **Time Allotment:** Each speaker is allowed one 3-minute comment on a single topic per meeting. A timer will be displayed to ensure the full allotted time. Speakers may not transfer their time to others.
- **Identification:** Speakers are asked to clearly state their name, address, and topic for the public record.
- **Purpose:** Public Comment is for community input, not for discussions with the Board, invited speakers, or other attendees. The Chair may offer brief factual information if appropriate.
- **Audience Participation:** Members of the audience are not permitted to respond to public comments during the public comment period.
- **Responses:** Input or questions requiring a response from Village Officials will be addressed in a timely manner at a later date.