

# Town of Madison Board of Selectmen Meeting Procedure

Revision #2 Approved April 17, 2012

Revision #1 Approved May 18, 2010

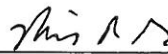
Originally Approved May 18, 2005

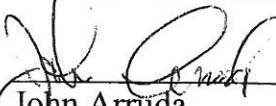
1. Persons wishing to be placed on the agenda shall contact the administrative office of the Board no later than noon the Thursday prior to the Tuesday meeting and provide the following:
  - A. Who will attend?
  - B. How much time will be needed?
  - C. Provide documentation on the subject to be covered.
  - D. If subject matter refers to State Law, please provide a copy of the RSA's, or at a minimum, the number of said RSA's.

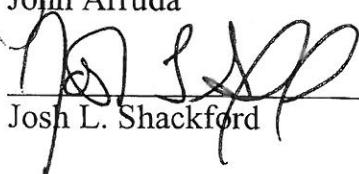
The Administrator may deem the agenda closed if three appointments are already scheduled on the next agenda. In this case, requests will be scheduled on the next available agenda.

2. Each meeting will have one 15-minute public comment period prior to any scheduled appointment(s). The Chair will ask how many people wish to speak and divide the time equally. All persons speaking will address the Board only and not each other (the audience). Opportunity for additional public comments and media requests at the end of the meeting will be at the Chairman's discretion.
3. Persons wishing to speak for longer than allowed under public comment will be asked to appear on a future agenda.
4. Unless asked by the Chair, all comments to the Board shall be delegated to the process above.
5. Documents appearing under signature items on the agenda must also be submitted according to the deadline of noon the Thursday prior to the Tuesday meeting.

Revision #2 approved by the Board of Selectmen this 17<sup>th</sup> day of April, 2012.

  
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Michael R. Brooks

  
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John Arruda

  
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Josh L. Shackford