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Policy Title: Public Input Option at the Start of Meetings

Purpose: The purpose of this policy is to provide an additional public input option at the start of meetings that allows residents to give feedback on any matter that is not on the agenda. As agenda items will have separate public input during the meeting, this policy is designed to ensure that residents can provide feedback on any other matter of importance.

Policy Statement: We recognize the importance of hearing from the public and believe that providing an opportunity for residents to provide feedback on any matter not on the agenda is essential to ensure that their voices are heard. Therefore, we will implement the following policy: At the start of each meeting, a public input option will be provided for residents to provide feedback on any matter not on the agenda. Residents will have a maximum of three minutes to offer their input.

Procedures:

1. The public input option will be added to the start of the meeting agenda.
2. Residents wishing to provide input must sign up by contacting the city clerk's office.
3. A maximum of 15 minutes will be allowed to provide input during each meeting.
4. A timer will be used to ensure that residents stay within the maximum time limit.
5. The Planning Board chair will briefly introduce and explain the rules for public input before each resident provides feedback.
6. The Planning Board will refrain from discussing or debating during public input.
7. The Planning Board may ask clarifying questions of the resident but will wait to respond to or discuss the feedback during the meeting.
8. The Planning Board may refer the feedback to the appropriate staff for further consideration.
9. The Planning Board may choose to address the feedback during a future meeting.

Implementation: This policy will be added to the bylaws if approved, implemented immediately, and included in all future meeting agendas.

Evaluation: The Planning Board will evaluate the effectiveness of this policy after six months and may make adjustments as needed.