

5. If a member of the public requests to speak on a topic prior to a meeting via the Town Clerk and/or Assistant to the Selectboard, he/she/they will be afforded five (5) minutes to speak to their point. If a member of the public does not request to speak prior to a meeting, he/she/they will be afforded two (2) minutes to speak to their point during the, *Public Comment*, portion of the meeting. If an individual meets their time limit and wishes to continue their point, he/she/they must request an extension of time from the body.

6. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.

7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor members of the public shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

8. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines his or her sole discretion that deviation from the process is warranted:

8.1. Call the meeting to order and remind the members of the applicable rules of procedure.

8.2. Declare a recess or table the issue.

8.3. Adjourn the meeting until a time and date certain.

8.4. Order the constable to remove disorderly person(s) from the meeting.

Adopted:

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| Rich Hulett | 3-3-22 |
| John Oet | 3-2-2022 |
| Michael B. B. B. | 3-2-2022 |
| John H. H. | 3/2/22 |
| John H. H. | 3/2/22 |