

# Town of Greensboro

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## Basic Parliamentary Procedure

### Greensboro Selectboard

Chair gavel in meeting.

If a member of the public interrupts the speaker, The Chair gavel to stop discussion and rules the public member "out of order". The individual is allowed 2 warnings. After 2 warnings, at the discretion of the Chair, the Chair will ask the individual to leave voluntarily.

If the individual refuses to leave, at the discretion of the Chair, the Chair will request the Sherrif remove the individual.

Any town official may call "point of order" during an interruption of a person speaking or engaging in disrespectful behavior. The Chair responds with gavel & addresses point of order as stated above.

Any selectboard member may request, through a motion, the meeting be recessed for a period of time. Any selectboard member can request the meeting be adjourned immediately, adjourned to another date or adjourned indefinitely. The Selectboard votes on the motion. If in the affirmative to adjourn the meeting, the board exits the meeting room.

There is no engagement with the public during discussion of public comments. Exemption. Need clarification of a comment to include in discussion of an item on the agenda.

Public will be given an opportunity to give public comment after a board discussion of each agenda item and before a board vote. Comments pertain only to the item on the agenda being discussed.

Public comment time will be offered at the beginning of the meeting. Each member of the public will be given 2 minutes to make their comment. All comments will pertain to the business of the board. All comments are addressed to the chair of the board.

Personal, or accusatory comments will not be allowed at any time during the meeting. Individuals will be asked to leave immediately.

A signup sheet will be offered to the public at the beginning of the meeting for public comment. Individuals will be taken in order, and allowed 2 minutes to provide their comments which pertain, to the business of the board. All other comments will be ruled out of order by the chair and the speaker loses their time.

The Gavel is used to bring the assembly back to order.

Chair gavel meeting closed.

Approved 10/9/2024