

Policy 3-15-23

Town of Saratoga, WI

Public Comment Policy & Procedure

(Excluding public hearings, annual meetings, or special meetings of the electorate)

The Town Board of Supervisors of the Town of Saratoga, Wood County, does ordain as follows:

Purpose/Authority:

The town board reserves the right to not have public comment at town board meetings, unless a public hearing is noticed on the agenda. Prior to 2022, public comment was left off all town agendas. The town chair reserved the right to decide when to hear comments from the public. No guidelines or designated time had been established. The current town board values input from the public and therefore has added it to the agendas. (Sec. 19.84(2), Wis. Statutes) To prevent confusion over public comment rules, the following has been established to guide all public comment at town board, commission, and committee meetings.

PUBLIC COMMENT

"Public Comment" is a forum for passing on information or a concern to the entire Town Board or to express an opinion on an agenda item. Board members will listen intently, but may not respond.

This policy applies to all Town Board and committee/commission meetings; and will be announced at the beginning of the meeting by the Chair of the meeting or an assigned representative.

RULES OR PROCEDURE:

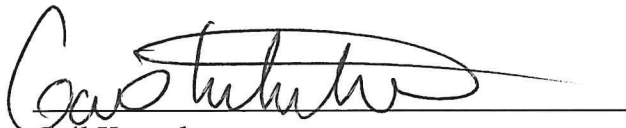
1. Each person speaking during "Public Comment" will stand (if able,) state their name and address, and briefly state their topic/concern, being mindful that the Board /Committee has adopted the "9 Tools of Civility."
2. If a person doesn't wish to speak but still has concerns they have the option to write their concerns on the card which will be read out loud by a board or committee member during comment time.
3. Chair will acknowledge attendees and give them the floor when it is time to speak: attendees will address the Chair.
4. Input should be brief and limited to 2 minutes or less.
5. The total "Public Comment" period will not exceed 15 minutes, unless, by majority vote- the Board/Committee allows otherwise.
6. There will be no public comment/input during the rest of the meeting, unless an agenda item directly pertains to that attendee; if so, the attendee will be invited to sit at the front table for discussion.
7. There will be no citizen debate allowed between citizens or with Board members from the floor.

8. Respectfully wait to be recognized by the chair. Do not interrupt others.
9. Public comment/input during the meeting is "out of order" unless it follows the above rules.


Effective Date:

Adopted this 15 day of March, 2023


Rhonda Carrell
Town Chair


Gail Kretschmer
Supervisor


Bill Leichtnam
Supervisor


Josh McDonald
Supervisor


Roger Wilcox
Supervisor