

## **Procedure for Addressing Planning Commission during Meetings**

1. Requests must be received no later than noon on Monday the week before the meeting.
2. Requests must be made to the Clerk at Town Hall in writing and must include the following information:
  - Name
  - Contact Information
  - Date of Meeting to Speak
  - Topics to be covered
  - All corresponding documentation for request
3. Requests received after the deadline may be scheduled for a later meeting at the Clerk's discretion.
4. Approved requests will be placed on the meeting agenda.
5. Speakers should arrive on time and be prepared to speak when their name is called.
6. Speakers will be given 3 minutes to address the Planning Commission during the meeting. *This time limit may be waived by the Chairman.*
7. Speakers should not deviate from the topics listed in the original request to speak. The Chairman may end a speaker's time if the speaker does not stay on topic.
8. Any speaker who becomes belligerent, excessively loud, or otherwise disruptive will be asked to leave the meeting.