



Public Comment Guidelines

North Bay Board of Trustees meetings begin with a 15 minute Public Comment period to hear resident concerns. Residents who wish to engage in a dialogue beyond the scope of Public Comment are encouraged to request an appointment with the Board Member who oversees the matter of concern. Generally accepted meeting guidelines established by Roberts Rules, Jurassic Parliament and the Wisconsin Municipal Clerks Association were used to create North Bay's Public Comment guidelines.

Board of Trustees Meeting Public Comment Guidelines

- Public Comment is heard during the first 15 minutes at the start of Board of Trustees Meetings.
- Individuals wishing to address the Board are asked to sign in 10 minutes before the scheduled start time, noting the speaker's name, address and the topic they wish to speak on.
- The topic must be related to Village policy or business.
- One 3 minute comment per topic per meeting is heard.
- The speaker is asked to clearly state their name, address and topic for public record.
- Each speaker is limited to 3 minutes. A timer is displayed to ensure all speakers are allotted their full 3 minutes.
- Speakers may not give their time allotment to other people.
- Public comments are presented orally.
- Public Comment is a time for community input and not a discussion with the board. The Chair may provide brief factual information, if appropriate.
- Input or questions that require a response will be addressed in a timely manner at a later date.