## Town of Shelby Public Meeting Rules.

- 1. If someone wishes to make a public comment, they need to sign up prior to the start of the meeting. Each person that signs up to speak will be called up to make their public comment in order of sign up. This public comment time is for public comment. It is not a question and answer session. There will be (1) 3-minute time limit for each person who signs up to speak.
- 2. If you have a question you wish to be answered, please submit the question ahead of time to either the Town Clerk or the Town Supervisor. Deadline for questions to be answered will be close of business 2 days prior to the meeting to allow the information to be collected to answer the question.
- 3. Common courtesy will be given to whomever is speaking at the time. Comments and outburst from the audience are unacceptable. If caught making comments or talking during the meeting when you are not at the podium will result in a verbal warning. If you continue to disturb the meeting you will be asked to leave the meeting. If you continue after being asked to leave you will be removed by Law Enforcement.
- 4. Town meetings can become passionate and inflamed due to varying public opinion. However, we need to find common ground, give respect and courtesy to all involved so we may accomplish the business goals for the towns people.