



# TOWN OF STERLING

## BOARD OF SELECTMEN POLICY

Policy No: B-7  
Adopted: Dec. 10, 2012

### **RELATIONS WITH CITIZENS**

In recognizing that it both represents and is accountable to the residents of the Town, it is the policy of the Board to make every effort to strengthen communications with citizens. The Board will act to increase citizen participation, encourage citizen input into government decisions, and to keep residents informed of all actions contemplated or taken by the Board which will affect them. To this end, the Board will take the following steps:

1. Persons who will be directly affected by proposed Board discussion and/or action will be notified by the Selectmen's Office of the date and time of meeting at which the matter will be discussed or acted upon by the Board.
2. If the Board is considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chairman or upon request of the majority of the Board.
3. Individuals or groups not scheduled on the agenda of a called meeting may be recognized to speak only at the request of the Chairman of the Board of Selectmen or a majority of the Board of Selectmen. In these cases, Open Meeting Law permits the Board to listen, but not to deliberate such items, until they are properly posted on a future meeting agenda.
4. Once per month, or as agreed, the Board will schedule a Citizen Comment Session at a specific time on its agenda as described above in section 6G.
5. An individual citizen or group of citizens may request an appointment before the Board by contacting the Town Selectmen's Office or a member of the Board of Selectmen, stating precisely the reason for the appearance and the action desired. The Chairman will determine when this group is scheduled and for how much time, with the goal that participants be given the opportunity to make a reasonable presentation and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the meeting, so that all parties involved can have a reasonable understanding of the subject matter. Citizens must have all written materials submitted for the Board's meeting packet one week prior to the meeting date.

6. All other questions and all complaints are to be referred to the Selectmen's Office for action or recommendations.