

10/20/08

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Christine Joyce

From: Lauren Rosenzweig [lrs57@comcast.net]
Sent: Friday, October 17, 2008 8:03 AM
To: Board of Selectmen
Subject: Selectmen Meeting "Ground Rules"

Attached are some ground rules I developed to help our meetings go more smoothly (and hopefully get us out a little earlier!).

Please review for Monday night's meeting. We will be voting whether to accept these as policy and procedure. Please have any suggested edits ready to discuss.

Christine and Maryjane—The above is the draft I want in the packet.

Sincerely,

Lauren

No virus found in this outgoing message.

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Version: 7.5.524 / Virus Database: 270.8.1/1728 - Release Date: 10/16/2008 7:38 AM

DRAFT –GROUND RULES FOR BOS MEETING

Purpose: To keep our BOS Meetings running on time and conducted in a positive, respectful manner.

Rules:

Study your packet. Simple questions and clarifications can be asked before the meeting. EX.) Does the current zoning require 20 feet setbacks or can we ask the applicant to move the building closer to the street?

Prepare questions, have notes regarding points you wish to make

Arrive for the meeting promptly—it is suggested that you plan to arrive 15 minutes ahead of the start time

Be recognized by the Chairperson before speaking

Listen to one another—no interruptions, no sidebars. Wait to be recognized by the Chair before speaking.

If you don't understand what someone is saying, please ask them to repeat it or explain it. You are probably not the only person who doesn't understand.

Avoid use of buzz words—say Board of Selectmen rather than BOS or explain—Board of Selectmen—which we shorten to “BOS”.

Use plain and simple English. Do not talk for too long (3 minutes per Selectman per issue should be sufficient) and talk slowly into the microphone.

Be polite.

Switch off your cell phone.

Keep discussion on topic and focused.

All ideas will be treated with respect. In the event of a disagreement, there will be a vote taken or the matter will be continued to a future meeting.

The Chairperson will summarize the meeting at the end, and remind people of action items if appropriate.

If you have any concerns about the ground rules not being respected please speak to the chairperson after the meeting.

Keep it light—a sense of levity and respectful humor goes a long way.

E-mail Rules:

- **All requests for staff or other committees go through the chair. If the topic is not something the board has already agreed to, it must be brought before the Board at a meeting.**
- **The Chairperson will spend no more than 20 minutes per Selectman per week answering e-mails and/or taking phone calls. Please be respectful of the Chairperson's time, and plan questions, discussion of issues ahead of time.**