

## MODEL RULES OF PROCEDURE FOR PUBLIC COMMENT

The following rules of procedure have been adopted by the Town Council of Londonderry to govern citizen input during public hearings and during “public comment” sessions and may be enforced at the discretion of the Chair:

- There shall be a TIME LIMIT for each individual speaker of 5 MINUTES.
- Speakers are not permitted to donate time to other speakers.
- During public hearings, speakers are required to limit their comments to the topic which is before the Council or Board and which is the subject of the hearing.
- During “public comment,” speakers are required to limit their comments to matters of public concern, relating to Town governance.
- Placement on Agenda: Individuals or groups wishing to speak at a regular Council or Board meeting at a time other than public hearing shall submit a written request to the Town Manager or Board Chair as well as the Administrative Assistant. The Chair of the Council or the Board retains the discretion to allow or deny permission on the agenda.
- The following conduct is prohibited:
  - ❖ Using profanity or vulgar language or gestures;
  - ❖ Using language which is likely to lead to a disturbance or disorder, because it insults or demeans any person or which, when directed at a public official or employee is not related to his/her official duties; however, citizens have the right to comment on the performance, conduct and qualifications of public figures;
  - ❖ Interrupting other speakers or engaging in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
  - ❖ Engaging in behavior that threatens or intimidates others; or
  - ❖ Addressing the Council or Board on issues that do not concern the services, policies or affairs of the Town.