

**Agenda Policy**  
**Littleton Board of Selectmen**

The business of all meetings of the Select Board shall be transacted as follows; provided, however, that the Presiding Officer may, during a Select Board meeting and with the consent of the Board, rearrange items on the agenda to conduct business before the Select Board more expeditiously:

CALL TO ORDER  
PLEDGE OF ALLEGIENCE  
APPOINTMENTS – Staff, Committees, or Commissions  
TOWN MANAGER’S REPORT  
OLD BUSINESS  
NEW BUSINESS – Staff and /or Public  
PUBLIC COMMENTS  
REVIEW OF MINUTES  
NON-PUBLIC SESSION  
ADJOURNMENT

**Appointments**

It is the practice of the Select Board to reserve the Appointments part of its agenda for the purpose of official reports. No public comment, except as noted below, shall be taken during this period. Official reports are defined as reports from any elected or appointed Town Board, Commission, Committee or department head. If said report is from a Board, Commission or Committee, the report must be one that represents the majority of that body, not that solely of the person/individual making the report. All requests from one of the official bodies listed above must be submitted to the Executive Secretary no later than the Wednesday prior to the meeting requested. The only exceptions to this requirement are in cases deemed to be of high importance by mutual agreement of the Town Manager and Chairman of the Select Board.

**New Business**

The Town Manager or any Board Member may place a matter on the agenda. All requests to be placed on the agenda under New Business by members of the public must be submitted to the Executive Secretary no later than the Wednesday prior to the meeting requested. All such requests shall relate to town affairs that should be brought to the level of the Board. It shall be up to the Town Manager and Select Board Chair to determine whether the proposed agenda item satisfies this criteria.

**Public Comments**

Public Comment is an opportunity for residents to ask questions, request information or make comments on any topics that is legitimate Town Business. Individuals ordinarily will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone who wishes has had the chance to speak once. The total time devoted to this agenda item is twenty (20) minutes. Individuals who are not able to speak will be given first opportunity to speak at a future meeting.

Note: 1. Anyone making an appointment to speak should provide the Executive Secretary with an estimated presentation time requirement.

Note: 2. Under Appointments or New Business: When a matter is being presented that the Board expects to take a vote on, that item, and only that item, will be open for public input before a vote is taken.

This policy became effective on May 23, 2016 at 12:01 AM.