

**Housing Authority of the Town of Mansfield
309 Maple Road
Storrs, CT 06268
860-487-0693**

POLICY

**Public Participation at Regular Meetings of the Board of Commissioners
and Response By Board to Public Comments**

The Board of Commissioners welcomes comments from the public. On the agenda of each meeting of the Board of Commissioners, one period shall be set aside and designated as an opportunity for the public to address the Board on any issue under the jurisdiction of the Board. Citizen comments may be presented orally or in writing. Each speaker will be allowed one opportunity to speak for a maximum of five (5) minutes. Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, he/she must so state. Citizen comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting. Board members are free to ask questions to clarify the intent of the citizens commenting. Board members shall not engage citizens in debate or line of questioning.

All participants should address their comments to the Board and maintain a courteous tone. This conduct shall also apply to all written correspondence.

Comments received in written form will be read to the Board. Comments given verbally will follow the format set forth above. All comments will be placed under the "Other Business" section of the Agenda. They will be addressed as time permits or carried over to the next meeting. No formal discussion will be held on either written or verbal communications during the "Comments from the Public" section of the Agenda.

Approved By the Board of Commissioners October 21, 2010