

Public Participation Policy

In an effort to conduct the business of the Andover Housing Authority, AHA, and to maintain an orderly meeting in compliance with open meeting laws, the AHA has established a protocol to allow Public Participation. Public Participation is an opportunity for citizens and residents to express their views to the AHA Board on matters within the Board's jurisdiction

Anyone wishing to present during public participation must complete the required form on the AHA website (also located at the Administrative Offices) and submit the completed form along with any supporting data to the AHA by 4:00 PM on Thursday, one week prior to the next regularly scheduled board meeting. If deemed appropriate business for the AHA, the Chairperson will add the presenter to the board meeting agenda which is posted publicly on Monday leading into the regularly scheduled board meeting.

No one will be allowed to present before the AHA board without completing and submitting the required form unless the situation is urgent or emergent in nature as determined by the Chairperson.

During Public Participation, participants can expect an opportunity to share their statements without interruption, if the manner of speech is within AHA Board meeting guidelines. Public Participation will not include a dialog with Commissioners and there will be no comments from Commissioners during Public Participation. If a speaker wishes to have further discussion, information, or comments, the board will take notes and make every effort to respond to the individual after the meeting.

The following are the procedures for anyone interested in speaking:

- The speaker must state your full name and address before addressing the Board
- The speaker must speak as an individual or as a representative of a group. If the speaker represents a group, please indicate the group by name, and state the nature of your involvement.
- The time limit will be 5 minutes for each speaker. Requests for more time may be made before the meeting to the Board Chair. These requests must be in writing or by email.
- Public Participation at Board meetings will be determined by how many people wish to speak but will not exceed 15 minutes (unless commissioners vote to extend it on a meeting-by-meeting basis)
- All remarks will be addressed to the Chair
- All remarks must be addressed appropriately and must avoid insulting or inflammatory language
- Notes will be taken of the content of Public Participation with responses provided at a later date (if necessary)
- Written comments/ letters may also be submitted to the Commissioners
- Speakers who need assistance contributing comments can notify the AHA office before the meeting and request the ADA representative for our area if that is applicable.

Presented to BOC: November 19, 2024

Approved by BOC: November 19, 2024

Request to Present/Comment at the Board of Commissioners Meeting

First Name:

Last Name:

Phone Number:

Email:

Address:

Subject Matter/Agenda Comment: