

Village of New Auburn
Board Meeting Participation Policy

Adopted September 9, 2021

1. When Public Comments is announced, this is the public's opportunity to speak. Residents must come to the podium and state their name and address. Each person will be allowed no more than 3 minutes for presenting their comments.
2. Speakers shall approach the podium and remain at the podium and shall not approach the Board or its members.
3. Once Public Comments are concluded, no further comments will be accepted unless specifically allowed by the Board under a motion to suspend the rules. *(2/3 majority or 4).*
4. Written information or visual exhibits intended for the Board shall be provided to the Clerk-Treasurer for distribution at least 48 hours prior to board meetings or upon approval of the Village President or presiding officer.
5. There shall be no question-and-answer communication or interruptions with the Board, as this may pose a violation to the Wisconsin Open Meetings Law. Wis. Stat. sec. 61.24 and 61.32 states the Village President shall maintain order and decorum. After being warned – the Village President may order a person to leave the building. If the person refuses, the Village President may order a law enforcement officer to escort the person out of the building.
6. Silence or turn off your cell phone *[Police, Fire or EMS are exempt]*.
7. No side conversations to allow all in attendance to hear comments as presented.
8. Personal attacks, name calling, swearing or derogatory remarks against Village Officials (i.e., Trustees and Clerk-Treasurer), village employees, or members of the public are absolutely unacceptable!
9. The Board cannot comment or debate with the speaker during Public Comments, only if the item is listed on the agenda. Contact the Clerk-Treasurer to request to be placed on the agenda one week prior to any meeting.
10. The Village President or presiding officer at their discretion may refer the subject to staff for follow-up on any information presented.

**Failure to follow the Public Meeting Participation Policy
may result in citations from law enforcement.**

Complaints shall be filed in writing at the Village Office: 130 E Elm St., New Auburn.