

## Maynard School Committee Virtual Meeting Public Comment Guidelines

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held via a virtual meeting (internet) using Zoom Technology.

All members of the public are invited to join the meeting virtually either by computer (internet) or phone, see meeting agenda for details on how to access the virtual meeting.

Here are the general rules for the Committee's public comment period:

1. Any citizen wishing to make a comment during a virtual meeting may do so by:
  - a. Emailing comments in advance and up until the Citizens' Comments agenda item to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us). **You must state in the subject line "Public Comment"** and include your first and last name and home address to ensure your comment can be read.
  - b. Please be sure to read the guidelines below in #3.
2. Any citizen wishing to comment for a virtual public meeting shall follow these guidelines:
  - a. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
    - i. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
    - ii. To ensure that all the comments are read in their entirety, it is suggested that you keep them to approximately 350 words. Submitted messages longer than 350 words will be submitted for public record regardless.
  - b. No citizen may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing citizens to comment a second time, especially if it is related to a topic that has not yet been brought up.
    - i. Note that citizens can submit any additional comment(s) for the public record, by providing a copy to the Chair via email up until the end of the meeting, specifically stating their desire to have these additional comments included.
3. Please be aware that the Citizens' Comments agenda item is a devoted time for the school committee to hear from the citizenry. As such, its structure primarily supports unidirectional public recording of citizen's comments, rather than a bidirectional conversation.