

# **FRANKLIN TOWN COUNCIL VISITOR'S ORIENTATION TO MEETINGS**

Welcome to a Franklin Town Council meeting. The purpose of the meeting is for the Council to transact the business of the Town, as mandated by the Charter, By-law, state law and published in the agenda. This is an official business meeting of the Council, conducted under a prepared and limited agenda distributed to the Council and to the Town Clerk approximately four days ahead of time. *This meeting is not a public hearing; but rather is a meeting conducted in public.* The goal is to accomplish Town business within a productive, respectful atmosphere in a reasonable time frame. From time-to-time, the Council holds public hearings at which a presentation is made and public comments are invited.

**The Town Council** is the policy-setting body of the Town. The Town Council is a legislative body responsible for establishing local policy for seeing that the Town is properly run in accordance with the Charter, By-laws, state law and regulations. Copies of the Council policies are available in the Town Administrator's Office.

**The Town Administrator** hires an administrative staff to oversee all the daily operations in the Town and to do the staff work necessary for the Council both to act on policy matters and to evaluate, in a general sense, the overall functioning of the Town. Thus, the Council asks the administrative staff to do a variety of tasks involving data collection and analysis and to make recommendations where appropriate. In many instances, the law requires from the Town Administrator a recommendation upon which the Council can act.

**Citizens Comments** – The Franklin Town Council encourages citizens to attend its meetings and welcomes their views on pertinent subjects. Anyone may comment for up to five minutes during the Citizens Comments section. Anyone may also comment during any agenda item for up to three minutes. The Council will not engage in dialogue with the audience. However, the Council will give your remarks appropriate consideration.

**Public Participation** - Council meetings are conducted under the provisions of chapter 39, Sec. 23B, Open Meeting Law. You are entitled to be present and witness all the deliberations of the Council except those specifically held under the Executive Session provision of that law. The Chairperson will announce when that is the case. In addition, you are entitled to record the meeting in any form you desire provided that your actions do not interfere or otherwise disrupt the proceedings.

**Conduct at Council Meetings** – Abusive or defamatory remarks, demonstrations, disorderly conduct or interruptions are unnecessary and unproductive. These actions will not be tolerated and will be ruled out of order. Persons engaged in such conduct will forfeit their remaining comment time, or, if necessary, be ejected from the meeting.

**Written Material** – Anyone wishing to distribute written materials to the Council members may do so by distributing during their comment time, or they may submit them to the Administrator at least 7 days prior to the Council meeting.

**General Information** – The Council generally schedules meetings on the first and third Wednesdays of every month, unless otherwise posted. Special meetings will be scheduled as necessary. If you wish to appear on the agenda, please contact the Administrator's office as early as possible, but prior to noon, on the Wednesday preceding the meeting at which you wish to appear. Future agenda items and other information about the meetings may also be obtained from the Town Administrator's office.

The Council appreciates your attendance this evening and encourages your continued interest in its work on behalf of the Citizens of Franklin.