

Posting Agenda

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Town Council Rules of Procedure Committee

Monday, February 4, 2019

RECEIVED: 1/25/19 at 2:51 pm. LIST OF TOPICS: Review of Interim Rules of Procedure adopted by the Town Council on 12-03-18 and 01-28-19. Ongoing discussion of Bylaw Review Committee Proposal for Rules and Procedures as well as multiple examples from other communities. Update Work Plan for permanent Rules of Procedure under Amherst Home Rule Charter Section 2.6(d). Approve Minutes of 01-15-19. Public Comment. Topics the Chair did not reasonably anticipate 48 hours before the meeting.

Date:

February 4, 2019

Time:

7:00 PM - 9:00 PM

Location:

[View Facility](#)

South Meeting Room #101

Address:

70 Boltwood Walk
Amherst, MA 01002

Contact:

(413) 259-3001

Email:

[Email](#)

Link:

[Town Council webpage](#)

Ad Hoc Rules Committee Recommendation Interim Trial Revised Order of Agenda

1. Call to Order [6:30 p.m.) after roll call or determination of quorum
2. Announcements
3. Hearings
4. **Public Comments: general comments except comments under Discussion and Action Items**
5. Presentations and Discussion Items
 - a. Presentation
 - b. Councilor questions and discussion
 - c. Public Comments on Discussion items: after presentation
 - d. Council motion if any
6. Action Items
 - a. Presentation
 - b. Council discussion
 - c. Public comments on Action Items
 - d. Council motion and vote
7. Appointments
8. Committee Reports
9. Proclamations and commemorations
10. Approval of Minutes
11. Town Manager Report
12. Town Council Comments
 - a. President reports
 - b. Future agenda items
 - c. Councilors comments
13. Topics Not Reasonably Anticipated by the President 48 Hours in Advance
14. Executive Session
15. Adjourn

Drafting notes:

Additional Focused Public Comments: As a standard practice take public comments after Presentations/Discussion and Action Items related to these items.

Informal time limit: ask how many people want to speak to judge time. Do this at each of the 3 potential public comment periods. Could reduce to a minimum of 1 minute per person depending on the number of people desiring to make public comment.

Pending on public interest, at President's discretion or request of at least 4 Council members extend the comment period. Attempt to keep to similar length throughout the meeting. Limit to one comment per person per session.