

## **Wellesley Wetlands Protection Committee Public Meeting Procedures**

1. The Committee Chair will preside at the meeting; all questions or comments should be directed to the Chair.
2. The Chair will not open the meeting before the scheduled start time, and may start later if necessary for a quorum to be present. If the Committee lacks a quorum, the members present will reschedule the meeting. If a public hearing is on the agenda, the meeting will be rescheduled to a date and time certain, which will be announced.
3. If time for general "Public Voice" is provided during the meeting, comments provided at that time are not part of the public hearing process for any application before the Committee. Comments regarding an application may be submitted to the Committee in writing (in hard copy or by email) or may be provided during the public hearing on that application.
4. Protocol for considering Notices of Intent (NOIs) and Requests for Determination of Applicability (RDAs):
  - a. The Chair will identify the NOI or RDA and will state that the WPC is opening the hearing or is resuming a previously opened hearing that was continued.
  - b. The applicant's representative will give his/her presentation, describing the project and/or presenting updates.
  - c. The Committee members and Wetlands Administrator may present their information/observations and ask questions of the applicant's representatives.
  - d. The Chair will then allow members of the public to provide comments, subject to control by the Chair regarding manner and timing. The Open Meeting Law specifies that no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. M.G.L. c. 30A, §20(g). All comments and questions should be directed to the Chair.
  - e. Written comments from the public not previously submitted may be handed or emailed to the Wetlands Administrator during the hearing and will be included in the record, but there may not be time for the Committee to consider them during that meeting.
  - f. The Committee will deliberate and should not be interrupted by meeting attendees. The Open Meeting Law states that any person disrupting the proceedings of a public body may be ordered to leave the meeting if the disruptive behavior continues after a warning from the chair. M.G.L. c. 30A, §20(g).
  - g. The hearing will be closed or continued to a date certain.