Chelsea Public Schools
School Committee

City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4456
(617) 889-8361 (Fax)

Public Comment Guide Policy

Public Comment

The Chelsea School Committee welcomes information, concerns, and opinions from the public attending meetings. In order to give those wishing to share their comments equitable opportunity to speak, and avoid disruption of its meetings, the Committee adopts the following policy:

- At the discretion of the chair, the public comment period may be limited to 60 minutes to allow the Board to complete its required business in a timely manner.
- During the Public Comment portion of the regular School Committee meeting agenda, up to three (3) minutes will be available for members of the public to speak on each item. At the discretion of the Chairperson, additional time may be given
- Agendas are posted 48 hours in advance with the Chelsea City Clerk's Office. Agendas are available outside of the Clerk's office and online on the City of Chelsea calendar and on the Chelsea Public Schools School Committee page.
- We encourage speakers to sign up for public comment by 4:30pm the day of the meeting, so that, in the case of a high volume of sign ups, there is sufficient time to plan and organize public speaking. There are a few ways to sign up:
    - Email: cpsschoolcommittee@chelseaschools.com
    - Phone: 617-466-4456
    - In-Person: Chelsea City Hall-500 Broadway, Suite 216-Chelsea, MA. See Clerk.
    - Unless there is an exceptionally high number of advance sign-ups, speakers will also be given the opportunity to sign up the day of the meeting.
- If 20 or more speakers are signed up to testify, time is reduced to two (2) minutes per speaker.
- Speakers may not reassign their time to others and will be called in the order they have signed up.
- Speakers must begin their remarks by stating their name and affiliation.
- Written testimony is welcome and will be submitted to members as a written communication.
- To ensure compliance with the Open Meeting Law, privacy laws, and other legal obligations, and Committee rules, the Committee will not engage with a speaker or with one another in deliberation on comments as they are presented during

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comment periods. At its discretion, the Committee may schedule issues raised by a speaker for deliberation at a future meeting.

Rules of Conduct at Meetings

- All attendees must be seated in the designated area for seating and must not block any exits. No one will be admitted into the space where the meeting is being held if capacity per that room's occupancy is met.
- The Chair of the meeting, after a warning, reserves the right to discontinue speech which is not constitutionally protected because it constitutes threats that are likely to provoke a violent reaction, causes a breach of the peace, or violates the law. These rules shall be applied consistently and without regard to the viewpoint or position expressed by the speaker.
- Anyone who wishes to record the meeting, must notify the Chair and Clerk, who will then inform the public (per Massachusetts Open Meeting Law, July 2020). Such recording may not interfere with the broadcasting of the meeting.

Public Hearing

At a Public Hearing of the School Committee, the Public Hearing will begin at 6:00 PM and end no later than 10 PM. Public Hearing will follow the same process as regular meetings:

- We encourage speakers to sign up for public comment by 4:30pm the day of the meeting, so that, in the case of a high volume of sign ups, there is sufficient time to plan and organize public speaking. There are a few ways to sign up:
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