



Town of Ludlow, Massachusetts *Office of the Select Board*

Public Comment Policy

Adoption Date: 10/7/2025

Purpose: To offer citizens the opportunity to provide public comments during Select Board Meetings on matters within the scope of the Board's authority.

I. Introduction

The Ludlow Select Board encourages all residents to attend its meetings and welcomes their views on matters within the Board's jurisdiction whether expressed in person, by phone or by written communication. Civility is encouraged when addressing the Board during Public Comment.

All regular and special meetings of the Select Board shall be open to the public and shall conform to the Open Meeting Law of the Commonwealth of Massachusetts (M.G.L Ch. 30A, §20). The public shall be precluded from attending an executive session meeting of the Select Board for reasons pursuant to M.G.L Ch. 30A §21.

II. Authority of the Chair

The Chair of the Ludlow Select Board is the designated individual who presides over the meetings. Pursuant to M.G.L Ch. 30A §20(g), no person shall address a meeting of a public body without permission of the Chair.

The Chair has the right to rule a person out of order if that person:

- Speaks out of order,
- Engages in other disorderly conduct during a meeting,
- Attempts to address a matter that is not within the public body's scope of authority and responsibility.



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III. Procedure for General Public Comments

1. Public comments will occur at each business meeting held in open session after the recitation of the Pledge of Allegiance, except as otherwise determined by the Chair. Public comment shall not be included in meetings that include open session only for voting to enter executive session or at board workshops. The public comment period will not address matters related to public hearings included on the Board's agenda as residents will be permitted to speak during the public hearing itself.
2. Those wishing to speak during the Public Comment period must state their first and last name, address, the organization being represented (if any), and the topic to be discussed.
3. The public comment period is scheduled for 15 minutes to allow the Board to complete its required business in a timely manner. Comments will be limited to 3 minutes per person/group. The Board may extend the public comment period at its discretion via a vote.

Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodation for a speech-related disability or who require language interpretation services may be allotted additional time. Speakers are encouraged to notify the Chair of the Select Board by email, or through the Office of the Select Board by phone at 508-841-8504, at least 24 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.

4. The Chair reserves the right to terminate speech that is not Constitutionally protected (e.g., threats, incitement of lawless conduct).



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5. Written comments may be presented to the Select Board before or after the meeting for review and consideration by members of the Board at an appropriate time. Written comments shall include the individual's first and last name and address.

IV. Response to Public Comments

1. Upon closing of the General Public Comment period by the Chair, further public comments may be made in writing to the Select Board or during future Public Comment periods.
2. The Select Board will generally listen rather than respond to comments, except under extenuating circumstances and only if the Chair permits.
3. Public comments on repairs, maintenance, safety issues or general information will be referred to the relevant department through the Town Administrator.