

**Needham Housing Authority Public Participation Policy in
Needham Housing Authority (NHA) & High Rock Homes (HRH) LLC
Board of Commissioners Meetings**

Date Approved by
Commissioner

4/20/2023

Signature of Chair

Reginald C. Suter

In accordance with state law, all meetings of the NHA Board of Commissioners shall be open to the public, except for Executive Session Meetings properly convened under applicable statutes. While the law grants the public the right only to observe public meetings, the NHA Board of Commissioners recognizes that meetings may provide an important opportunity for the NHA Board of Commissioners to hear the views of its residents.

PUBLIC COMMENT PERIOD

The NHA Board of Commissioners will provide a period during each meeting, generally not to exceed three minutes, for public statements or comments on matters within the scope of the NHA Board of Commissioner's authority.

Residents and members of the public planning to speak during the Public Comment Period should inform the Chair in advance, either by e-mail or in person, before the start of the meeting. Such advance notice is not required but is helpful. During the period allotted to public comments, the Chair of the meeting will recognize first those who have communicated in advance their desire to speak. If time allows, other individuals wishing to speak will be recognized at the discretion of the Chair.

To facilitate the timely completion of the business of the meetings, public comment will not be allowed during other portions of the meeting.

GUIDELINES FOR PUBLIC COMMENTS

1. Public comments should be addressed to the Chair.
2. People making comments must identify themselves by name.
3. Comments may be either oral or written; if written, copies should be provided to the NHA Board of Commissioners.
4. Speakers will be limited to three minutes to present their views. The Chair may ask a speaker to conclude their remarks at any time if they become repetitive or disorderly.
5. Public comment is an opportunity for residents and members of the public to share information and bring issues and concerns to the attention of the NHA Board of

Commissioners. It is not an opportunity for residents or members of the public to question the NHA Board of Commissioners. It is not a debate, and public comment speakers should not expect a back-and-forth exchange.

6. Any topic, comments or complaints should have been discussed with the ED or AED **before** bringing it up at a Board meeting.
7. Persons attending the NHA Board of Commissioners meetings must conduct themselves with decorum and civility. They should show the same respect to others that they wish to have offered to them. Speakers during public comment period must refrain from abusive or profane remarks and slanderous personal attacks. Loud, disruptive behavior or other actions which interfere with the orderly conduct of the meeting will not be tolerated. Personal attacks will be ruled out of order, and the speaker will have forfeited their allotted time.

COMMUNICATION BETWEEN THE NHA EXECUTIVE DIRECTOR AND THE LOCAL TENANT ORGANIZATION

The NHA Board of Commissioners encourages residents and members of the public to bring their issues and concerns on matters relative to the overall operation of the agency to the Executive Director of the Needham Housing Authority and to reach out to their Local Tenant Organization with questions.