

INFORMATION CONCERNING HAMILTON BOARD MEETINGS

1.-BOARD MEETINGS ARE HELD THE FIRST THURSDAY OF EACH MONTH AT 7:00 P.M., AT THE HAMILTON TOWN HALL.

2.- IN ORDER TO BE PLACED ON THE AGENDA:

- YOU MUST CONTACT THE TOWN CLERK BY 12:00 P. M., ON THE FRIDAY BEFORE SCHEDULED BOARD MEETING.**
- GIVE CLERK YOUR NAME, PHONE NUMBER AND YOUR TOPIC OF DISCUSSION.**
- IF YOU WOULD LIKE TO BE PLACED ON THE AGENDA BUT WILL BE UNABLE TO ATTEND THE MEETING, YOU MAY SUBMIT YOUR ITEM IN WRITING.**
- IF YOU SUBMIT A WRITTEN ITEM, THE CLERK WILL READ IT FOR YOU.**
- AT THE APPROPRIATE TIME DURING THE BOARD MEETING, YOU WILL BE ALLOWED (5) MINUTES TO SPEAK ON YOUR AGENDA TOPIC.**

(PLEASE ADDRESS YOUR TOPIC ONLY)

3.- NO TALKING, OUTBURSTS, OR COMMENTS FROM THE AUDIENCE WILL BE ALLOWED WHILE THE BOARD IS CONDUCTING THEIR MEETING. IF THIS OCCURS, YOU MAY BE ASKED BY THE MAYOR AND COMMISSIONERS TO LEAVE THE MEETING.

4.- MONTHLY BOARD MEETINGS ARE FOR THE MAYOR AND COMMISSIONERS TO CONDUCT BUSINESS FOR THE TOWN AND WILL BE HANDLED IN A PROFESSIONAL MANNER.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

THE TOWN OF HAMILTON MAYOR AND BOARD OF COMMISSIONERS

THESE GUIDELINES WILL BECOME EFFECTIVE NOVEMBER 6, 2003 AND WILL CONTINUE UNTIL AMMENDED BY THE HAMILTON MAYOR AND BOARD OF COMMISSIONERS.