

WENHAM HOUSING AUTHORITY

Public Input Policy

ADOPTED BY WHA BOARD OF COMMISSIONERS

8/11/2026

This memo outlines the procedures and guidelines for providing public input at Wenham Housing Authority Board meetings, in accordance with applicable laws and Authority policies.

Public Input Procedure:

1. Notice of Intent to Speak:

- o Interested individuals must meet with or submit a written request to the Executive Director **at least two (2) weeks prior** to the scheduled board meeting.
- o The request should specify the general topic or subject they wish to discuss.
- o The individual must either meet with the Executive Director or submit their request in writing to discuss the topic.

2. Review of Requests:

- o The Executive Director will review all submissions to determine the appropriate forum for discussion.
- o Topics related to **operational issues** (such as maintenance, rent, or tenant services) will be addressed directly with staff and **may not** be discussed during the public comment period at the board meeting.
- o Topics related to **state mandated policies, fiduciary responsibilities, or Board governance** will be scheduled for discussion during the public input segment.

3. Public Comment at the Meeting:

- o The Chair of the Board has full discretion to recognize speakers, set time limits (typically 3-5 minutes), and manage the public input session.
- o Recognized speakers may address the Board within the boundaries set by the Chair.
- o The Chair may recognize individuals, enforce time limits, and ensure comments stay within the jurisdiction of the Board.

4. Behavior and Conduct:

- o The Chair may require any individual who is disruptive or refuses to adhere to meeting rules to leave the meeting after a clear warning.

5. Key Provisions (from Law):

- o Participation is entirely at the Chair's discretion.
- o No person shall address the Board without permission.
- o The Board may enforce "time, place, and manner" restrictions, such as recognizing speakers, limiting speaking time, and restricting comments to topics within the Board's jurisdiction.
- o Disruptive conduct may result in removal from the meeting.