



## *WELCOME TO THIS MEETING OF THE MAYOR AND COUNCIL*

**\*Please silence your cellphone\***

Thank you for attending this public meeting. Your interest in local government is appreciated. Below are meeting procedures you may wish to familiarize yourself with:

### **Presiding Officer**

The Mayor is responsible for conducting the meeting and managing any public comment period. When the Mayor is not present, the Vice-President conducts the meeting.

### **Public Participation in City Council Meetings**

(1) In accordance with the Maryland Open Meetings Act, the general public is entitled to attend and observe all meetings of the Mayor and Council except in special or appropriate circumstances when meetings of public bodies may be closed under the Act.

(2) To encourage community engagement, the Berlin Mayor and Council welcome public comment using the following guidelines:

- Regular Meetings: Persons desiring to speak on any matter may do so for up to three (3) minutes during the "Comments from the Public" portion of the meeting.
- When the Mayor calls for public comment, please raise your hand and, when called upon, approach the front table with the microphone. For the record, please state your name and address (street name only) and, if you are speaking on behalf of an organization or other group, identify the group represented.

(3) The public body may have an individual removed if the presiding officer determines that the behavior of the individual is disrupting an open session. Engaging in verbal comments intended to insult or slander anyone may be cause for termination of speaking privileges and/ or removal from Council Chambers. The presiding officer also has the discretion to ask that video recording be done from an unobtrusive location.

(4) Please approach the Town Clerk if you have questions prior to or during the meeting.

(5) Any materials for the Mayor and Council should be given to the Town Clerk for distribution.