

## **Public Meeting 101**

The Borough of Mantoloking welcomes engaged citizens and active citizen participation at meetings! We hope that the information below will help you voice your opinions on the issues that matter to you.

Generally speaking, the Borough Council meets at 5:30 PM on the third Tuesday of each month. The dates are posted on the Borough's web site at [mantoloking.org](http://mantoloking.org).

### **COMMENTS FROM THE PUBLIC**

Public Comment periods provide an opportunity for citizens to express opinions, raise issues, and provide information to elected officials. Public comments are welcome during:

- Caucus Meeting on agenda items
- Regular Business Meeting on agenda items
- Public Hearings, e.g., on ordinances
- Regular Business Meeting on any municipality-related issues

Once recognized by the Mayor, begin your statement by providing your name and address for the record. If an in-person meeting, please use the microphone provided. If a virtual meeting, once you have finished speaking, please place your phone on mute. When possible, please refrain from using your speaker phone as it creates excess background noise.

### **Tips for Successful Comments**

Meetings run best when everyone respects common courtesy and decorum.

- Be open and honest.
- Keep your comments, brief, clear and focused.
- The chair has the right to cut off discussion that is too personal, too loud, or too crude.
- Respect the views of others.
- Allow others to finish speaking before commenting.

Thank you for your involvement!