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**Town of Belmont
Board of Registrars of Voters
Rules and Regulations and Meeting Procedures, adopted January 4, 2024**

Pursuant to §40-115(B) of the General Bylaws, these Rules and Regulations are adopted for the Board of Registrars of Voters (the “Board”) and shall be filed with the Town Clerk.

1. **Agenda**. The Agenda for the meeting shall be included in the notice of the Board’s meeting and shall be posted on the Town of Belmont website in accordance with the Open Meeting Law.
2. **Parliamentary Procedure**. To maintain and facilitate good order and decorum in the Board’s meetings and ensure the will of the majority, the Board will be guided by the current edition of Robert’s Rules of Order, except as the General Bylaws or Massachusetts laws (including court decisions interpreting such laws) may otherwise provide.
3. **Speaking**. Before speaking, any Registrar, and any member of the public attending the meeting, must first be recognized by the Chair. See, M.G.L. c. 30A, §20(g).¹ The Chair is responsible to ensure discussions are peaceable and orderly.
4. **Motions**. Any Registrar may offer a motion and any Registrar may second or offer an amendment to a motion.
5. **Written Comments**. Written comments may be submitted to the Board by members of the public and may be delivered in person, by mail, facsimile transmission, or by email. Such comments received by a Registrar, shall be transmitted in a timely manner to the other Registrars, and be made available to the public. For ease of distribution, the preferred method of submission is by email to the Town Clerk (a member of the Board) at townclerk@belmont-ma.gov .
6. **Meeting Documents**. Members of the public attending a Board meeting, shall be given timely access to the documents that the Board intends to use in discussions and deliberations in the meeting.
7. **Public Participation**. Before the Board votes on a debatable motion, the Chair shall undertake to allow a reasonable opportunity for oral public comments on the pending matter. A person who has been recognized may make a brief statement of their position on the issue (i.e., “for” or “against”, or they agree with a previous speaker). Generally, oral comments by members of the public should be limited to no more than three minutes. The comments must be relevant to the pending motion, must be brief, and should not repeat previous comments or questions. The Chair may end the comment period before all comments are heard, depending on time available and the circumstances.
8. **Adjudicatory Agenda items**. When an agenda item requires the Board to address a written complaint filed pursuant to a federal or Massachusetts law, interested parties and members of the public will be allowed to make comments before the Board votes; provided, however, that if such law contemplates that the Board’s decision will be based on the complainant’s submitted documents, then no comments or documents from the complainant or the public will be received before the Board renders its decision.

¹ (g) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

9. **Ballot Counting**. When the Board meets for the purpose of counting ballots, public comments will not be received, but members of the public shall be allowed to observe the counting in accordance with the instructions of the Board and the Secretary of State's regulations and instructions. Neither photographs nor video recordings shall be made of the ballots that are being counted.
10. **Meeting Minutes**. Minutes of each Board meeting shall be prepared and, once approved by the Board, submitted to the Town Clerk as a permanent record, per the Open Meeting Law and General Bylaw §40-115B.