**POLICY FOR AGENDA ITEMS**

In order to streamline our selectmen meetings and allow for more Porter citizens to participate we will be adhering to the following guidelines beginning on May 1, 2021.

1. Our routine business will be covered at the beginning of the meeting.
2. Old business will be covered next.
3. New business will begin with the opportunity for citizens to ask questions, make comments, etc., with the following guidelines:
   1. A request for placement on the agenda must be made to the Office before the end of business the Friday before the next scheduled meeting date.
   2. Failure to do the above may result in being placed on a later agenda.
   3. Due to the number of requests, or the number of items that require action by the Board, we may have to limit that number, or limit the time available for each request due to time constraints.

Adopted April 21, 2021