

**MIDDLEBOROUGH HOUSING AUTHORITY**  
**PROCEDURES & POLICY**  
**TO APPEAR BEFORE A**  
**HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING**

If a resident of the Middleborough Housing Authority wishes to address the Board of Commissioners at a regularly-scheduled meeting, the resident must have first exhausted all attempts to resolve the issue by following the Grievance Procedure adopted by the Board of Commissioners and approved by the Department of Housing and Community Development (DHCD).

The resident will at first meet with the Executive Director to discuss the issue and try to come to an acceptable solution. If the resident is not satisfied, they may file a Grievance Complaint Form at the MHA Office and schedule a hearing before an impartial grievance officer. If the resident is not satisfied with the decision of the hearing officer, the resident may then address the Board of Commissioners at the next scheduled meeting.

The resident must be specific regarding the matter that they want to discuss and the issue must directly bear on the common rights, duties or interests of residents and not on grievable matters.

In order to promote the right of the public to know when a topic will be discussed at a meeting, the 2011 Open Meeting Law places strict restrictions on the way and how topics can be discussed by both the public and public officials during an open meeting. Should any interested party wish to address the Board of Commissioners of the Middleborough Housing Authority, they may do so by submitting the request to the Executive Director no later than forty eight (48) hours prior to the posting of the agenda for the next scheduled Board Meeting - posting of the agenda is the Friday preceding the next meeting- meetings are normally scheduled the 3<sup>rd</sup> Wednesday of the month, excepting July and August when no regular meetings are scheduled. The request must state very specifically the purpose of the appearance. The request must be approved by the Chairman prior to being added to the agenda under New Business. Per the 2011 Open Meeting Law, the Chairman can not legally permit discussion of a topic that is not specifically listed on the agenda. If a topic is raised that is not listed on the agenda then the Chairman must rule the discussion out of order and immediately end the discussion. Additionally, no person shall address the Board Meeting without permission of the Chairman. If the person continues, the Chairman may ask the person to withdraw from the meeting and may further ask that the person be removed.

ADOPTED: September 21, 2011  
Reviewed: February 19, 2020