

**BOURNE HOUSING AUTHORITY  
BOARD APPEARANCE POLICY**

If a resident of the Bourne 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 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.

Should any interested party wish to address the Board of Commissioners of the Bourne Housing Authority, they may do so by submitting the request to the Executive Director no later than seventy-two (72) hours prior to the next scheduled Board meeting. The request must state specifically the purpose of the appearance. The request may be added to the agenda under New Business.

ADOPTED BY THE BOARD OF COMMISSIONERS ON OCTOBER 24, 2007