

Procedure to address the Township Board

Citizens wishing to address the Township Board on a topic not on the agenda, but one that could be reasonably considered to be Township business, shall be permitted to do so prior to the "Consent Agenda" portion of the meeting.

The following procedures will apply to Citizens Comments:

- a) Speakers will be permitted only one opportunity to speak during the Citizens Comment portion of the meeting.
- b) Any one who wishes to speak shall make his/her desire known to the Supervisor (or Chairperson) in writing stating name, address and topic to be discussed. To be considered, this request must be submitted prior to the meeting being called to order.
- c) The length of each presentation will be limited to 3 minutes.
- d) The total length of time permitted for Citizen Comments will not exceed 15 minutes.

Name: _____

Address: _____

Telephone: _____

Subject: _____

Signature: _____ **Date:** _____

Residents may address the Township Board on the topic under discussion, subject to the following conditions:

1. The Supervisor (or Chairperson) will first determine that each member of the Board present has had an opportunity to express their opinion on the matter under consideration. Then, before a vote is taken, the general audience will be allowed to address the Board.
2. Comments will be limited to the topic currently under consideration.
3. In order to permit as many speakers as possible, initial presentations will be limited to two minutes. If time permits, a citizen who has already spoken will be permitted one minute for rebuttal or additional comment. Individual members of the general audience will be permitted to address the Board for a total of not more than 3 minutes on a topic.
4. Public comment on any one issue will be limited to 15 minutes. If the Board wishes, the 15-minute time limit can be extended in increments of 10 minutes by a majority roll-call vote of the Board members present.