

# EAST LAMPETER TOWNSHIP PUBLIC COMMENT GUIDELINES

The Board of Supervisors of East Lampeter Township wants to hear from the members of the public whom they were elected to serve. These guidelines allow an opportunity at each public meeting for residents and/or taxpayers of East Lampeter Township to comment on matters of concern, official actions, or deliberations that are or may be before the Board of Supervisors.

A public comment period has been established at the beginning of all Board of Supervisors public meetings to give residents and/or taxpayers, either in person or via an online video conferencing application as determined by the Township, the ability to raise non-agenda issues, questions, and/or concerns. Public comment is an opportunity to share information and bring issues and concerns to the attention of the Board of Supervisors. The public comment period is not an opportunity to question Board members or Township staff. This is not an opportunity for a debate and speakers should not expect a back and forth exchange.

The following guidelines are therefore established for the public comment period as well as comments provided for any item of official action or deliberation of the Board of Supervisors:

- The Chairperson or presiding Board member shall preside over all meetings of the Board of Supervisors. The Chairperson or presiding Board member shall control the order of business and conduct of the meeting, including but not limited to public comment from Township residents and taxpayers.
- The public comment period of the Board of Supervisors public meeting shall last no longer than 20 (twenty) minutes.
- Comment timelines regarding an item of action or deliberation shall be at the discretion of the Chairperson or presiding Board member.
- Individual public comment shall be limited to 3 (three) minutes whether in person or via an online video conferencing application. Public comments should be concise, speakers should limit repetitious comments and acknowledge agreement with a previous speaker's comments or position. Groups may wish to designate a speaker to address the Board.
- Comments regarding an item of official action or deliberation shall be directed to the Board of Supervisors, not to the applicant.
- Anyone providing public comment or comment regarding an official action or deliberation of the Board of Supervisors shall identify themselves by name, address, municipality of residence, organization or project if representing such.
- Should any resident and/or taxpayer not complete his/her comment during the public comment period, then it shall be at the discretion of the Chairperson or presiding Board member to determine if an additional public comment period will be held at the end of the meeting, if the public comment will be heard at the next regular meeting of the Board of Supervisors, , or if a special meeting of the Board of Supervisors will be scheduled.
- The Chairperson or presiding Board member may ask any speaker to conclude their remarks at any time if they become repetitive, disorderly, abusive, irrelevant, scandalous, impertinent, redundant, personally directed, or disorderly. Anyone participating in public comment via an online video conferencing application may be muted at the discretion of the Chairperson or presiding Board member.
- The Chairperson or presiding Board member may request individuals to leave the meeting room and/or the Township Building, or direct their removal by Township Police Officers, if individuals engage in loud, boisterous, unruly, disorderly, offensive, or threatening speech or conduct, after verbal warning from the Chairperson or presiding Board member to cease such speech or conduct. Anyone participating via an online video conferencing application may be removed from the meeting at the discretion of the Chairperson or presiding Board member for such behaviors.
- The Chairperson or presiding Board member may cease public comment period or comment on an official action or deliberation of the Board at any time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- The Chairperson or presiding Board member may recognize and permit, in his/her discretion, any nonresident and/or nontaxpayer of the Township to make public comments and shall follow the same above guidelines.

There will be no official Board of Supervisor action taken on comments related to non-agenda items. Matters addressed publicly to the Board of Supervisors may be taken under advisement. The Board of Supervisors may respond to the person raising the issue directly, later, they may direct staff to respond to the person, or the Board may respond to the item during a future public meeting as an agenda item.

Residents and/or taxpayers are welcome to make comments on any agenda item when the Chairperson or presiding Board member acknowledge public comment for that agenda item.

The above procedures may be modified at any time by a majority vote of the Board of Supervisors.