

**Resolution Number 2012-07**  
**Hamiltonban Township, Adams County, Pennsylvania**

**Establishing Guidelines for Public Comment At Township Meetings**

**WHEREAS**, the Board of Supervisors of Hamiltonban Township holds public meetings to conduct the business of the Township, and

**WHEREAS**, The Board of Supervisors deems it to be in the public interest to establish guidelines for the public comment period of public meetings, and

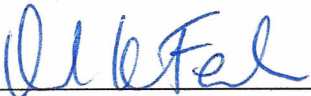
**WHEREAS**, the Board of Supervisors shall comply with Sunshine Act of July 3, 1986, as amended, by providing a reasonable opportunity at each public meeting for residents and/or taxpayers of Hamiltonban Township to comment on matters of concern, official actions or deliberation which are or may be before the Board, and

**WHEREAS**, the Board of Supervisors of Hamiltonban Township, in order to conduct all public meetings in an orderly manner and to provide for public participation in such meetings, have established public meeting rules and regulations hereto attached and so named the Hamiltonban Township Public Comment Policy, and

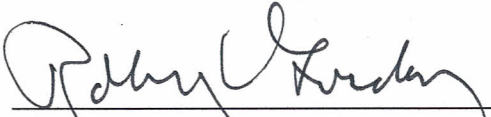
**BE IT FURTHER RESOLVED**, that public comment at regular Board of Supervisors meetings or special meetings shall be governed by the Hamiltonban Township Public Comment Policy, and

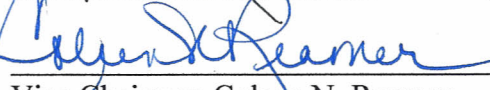
**NOW, THEREFORE BE IT FURTHER RESOLVED** that the Board of Supervisors of Hamiltonban Township does hereby adopt this resolution this 6<sup>th</sup> day of March 2012 at its regularly scheduled meeting which was duly convened in accordance with the law

**ATTESTED BY:**

  
\_\_\_\_\_  
Deborah K. Feiler  
Secretary/Treasurer

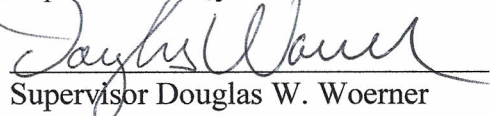
Board of Supervisors  
Hamiltonban Township

  
\_\_\_\_\_  
Chairman Robert L. Gordon

  
\_\_\_\_\_  
Vice Chairman Coleen N. Reamer

  
\_\_\_\_\_  
Supervisor James Grinder

  
\_\_\_\_\_  
Supervisor Harry Rood

  
\_\_\_\_\_  
Supervisor Douglas W. Woerner

## **Public Comment Policy**

### HAMILTONBAN TOWNSHIP SUPERVISORS OPEN PUBLIC COMMENT POLICY

The Hamiltonban Township Board of Supervisors (the Board) has a variety of responsibilities as government officials and recognize their obligation to obtain and the benefits to be received from public comments on matters pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in the meetings of the Board, the Board of Supervisors of Hamiltonban Township hereby adopt the following policy for public comment.

#### **OPEN PUBLIC COMMENT.**

- A. So as to permit the Board to complete their regular business in a timely fashion, an open public comment period not to exceed thirty (30) minutes shall be provided at the beginning of each advertised, regularly scheduled Board meeting. In the event that the open public comment period exceeds thirty (30) minutes, any member of the Board may bring to the attention of the Chairman that the time period has been exceeded and the time period may thereafter be extended only upon majority vote of the Board present.
- B. Public comment shall be primarily for residents and/or taxpayers of Hamiltonban Township, Adams County, Pennsylvania. Non-residents shall be permitted to speak only if there is additional time remaining' during the public comment period.
- C. Persons who wish to make a statement during the Public Comment period, shall register on a sign-in sheet available before the start of the meeting. All persons addressing the Board shall comment only after being recognized by the Chairman conducting the meeting. The Chairman will call speakers in the order in which their names appear on the sign-in sheet. Speakers must identify themselves and give their current residence address.
- D. So as to permit maximum public comment and input, no individual speaker shall be permitted to speak for more than five (5) minutes regardless of topic and no time may be transferred or assigned by others to the speakers so as to extend the five (5) minute time limit.
- E. Speakers are to direct their comments to the Board as a whole, and not individuals.
- F. Speakers' comments shall be limited to matters of public concern.
- G. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. A maximum of three (3) speakers may speak on the same subject.

- H. In the event that persons wishing to address the Board requires additional time beyond the thirty (30) minute open public comment period, the Board may either defer public comment until the end of the regular agenda for an additional public comment period not to exceed thirty (30) minutes or may schedule a special or subsequent meeting or defer to the next regularly scheduled Board meeting for the purpose of obtaining additional public comment.
- I. Public comment may be stopped at the discretion of the Chairman of the meeting. The Chairman may rule as out-of-order any scandalous, impertinent, and redundant comments. Any member of the Board may request a vote of the Board to overrule the decision of the Chairman to permit additional comments by the speaker.
- J. Any action on items brought up during the Public Comment period will be at the discretion of the Board. The Board will not likely take any action on subject matter for which they have not had the opportunity to fully investigate and gather complete information.
- K. At the discretion of the Chairman of the meeting, persons may comment on issues being discussed during the meeting other than during Public Comment.
- L. Persons may use audio, stenographic recorders, or video recorders to record all or any portion of the meeting. Any person using such recording equipment at the public meeting shall make a general announcement, prior to the operation of recording equipment, that the meeting shall be so recorded.

**ADOPTED: March 6, 2012**