

Resolution Number 2018-08
Hamiltonban Township, Adams County, Pennsylvania

Establishing Guidelines for Public Comment At Township Meetings

WHEREAS, Hamiltonban Township, Fairfield, Adams County, Pennsylvania 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

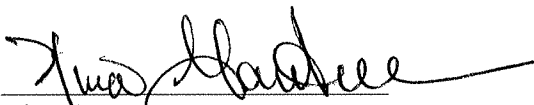
WHEREAS, all Hamiltonban Township meetings shall comply with Sunshine Act of July 3, 1986, as amended, by providing a reasonable opportunity at each public meeting for residents and/or taxpayers of Hamiltonban Township to comment on matters of concern, official actions or deliberation which are or may be before the Boards and Commissions, 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 Hamiltonban Township meetings or special meetings shall be governed by the Hamiltonban Township Public Comment Policy, and

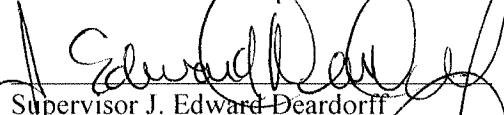
NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors of Hamiltonban Township does hereby adopt this resolution this 1st day of May 2018 at its regularly scheduled meeting which was duly convened in accordance with the law

ATTESTED BY:

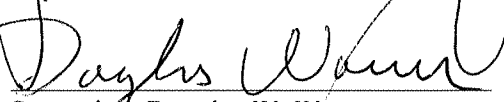


Nina Garretson
Secretary/Treasurer

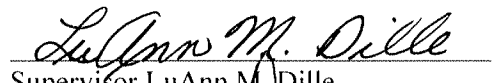
Board of Supervisors
Hamiltonban Township



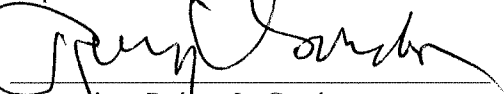
Supervisor J. Edward Deardorff




Supervisor Douglas W. Woerner



Supervisor LuAnn M. Dille



Supervisor Robert L. Gordon



Supervisor David B. Martin

Public Comment Policy

HAMILTONBAN TOWNSHIP, FAIRFIELD, ADAMS COUNTY 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 Boards and Commissions of Hamiltonban Township. 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 Hamiltonban Township, the Board of Supervisors hereby adopt the following policy for public comment.

OPEN PUBLIC COMMENT.

- A. So as to permit the Board and Commissions of Hamiltonban Township 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 meeting. In the event that the open public comment period exceeds thirty (30) minutes, any member of the Board or Commission 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 or Commission 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 or Commission 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 or Commission 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 or Commission 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 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 or Commission may request a vote of the Board or Commission 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 or Commission. The Board or Commission 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: May 1, 2018