

PROCEDURE FOR ADDRESSING THE MIDDLESEX TOWNSHIP BOARD OF SUPERVISORS

The Middlesex Township Board of Supervisors, as part of its agenda, has established two public comment portions in each regular and special public meeting; Public Comment on Agenda Items and Public Comment on General, Non-Agenda Items. Persons speaking on Agenda Items will be heard at the beginning of the meeting. Persons speaking on General, or Non-Agenda, Items will be heard at the conclusion of the meeting.

These portions of the meeting are to provide residents and taxpayers of Middlesex Township a reasonable opportunity to comment on matters of concern, official action or deliberation which are, or maybe, before the Board prior to taking official action.

Presentations **shall be** limited to five (5) minutes.

In order to maintain order, the Board of Supervisors has established the following rules and regulations for the public comment portions of the meeting:

1. The public comment portions of the meeting shall be for a maximum of thirty (30) minutes total, unless extended by approval of a majority of the Board of Supervisors.
2. An individual shall have five (5) minutes total per meeting for his or her comments on matters before the Board of Supervisors.
3. The procedure for persons addressing the Board shall be as follows:
 - a. A resident or taxpayer who wishes to address the Board of Supervisors should sign in on the sign-up sheet with the Secretary, and indicate on the form whether they wish to speak on an agenda item or on a general, non-agenda topic. Agendas are available in the public meeting room just prior to the meeting and on the Township website a minimum of two (2) days prior to the meeting. It is the responsibility of the resident or taxpayer to first check the agenda to determine whether the matter on which they wish to comment is, or is not, on the agenda. If the item is not listed on the agenda, the comment is considered to be on a general topic.
 - b. During the public comment portions of the meeting, those residents and taxpayers listed on the sign-up sheet will be called by the Secretary in the order of the agenda, if their comment is on an agenda item, and in the order that their names appear on the list, if their comment is on a general topic.

- c. If time permits, residents and taxpayers who have not signed in prior to the meeting may be recognized for public comment on agenda items at the beginning of the meeting and on general topics at the conclusion of the meeting.
4. During the review of Land Developments or Subdivisions, the Board of Supervisors may accept comment from the public specifically in regards to the project under review without the resident or taxpayer having first completed the required sign-in sheet prior to the convening of the public meeting.
5. A person should not address the Board of Supervisors until he or she is first recognized by the Chairman of the Board of Supervisors.
6. The Board of Supervisors reserves the right to respond to the speaker without engaging in a continuing dialogue, but persons addressing the Board of Supervisors should not expect a response from the Board.
7. The Board of Supervisors may designate an employee or consultant of the Township to respond to the speaker in addition to, or in place of, any response from the Board of Supervisors.
8. The Board of Supervisors reserves the right to respond at the next meeting, or at any subsequent meeting, to any comments made.
9. Residents and taxpayers wishing to address the Board of Supervisors during the public comment portions of the meeting should be aware that this is the only opportunity for public participation in the Board meeting. The Chairman will not recognize any resident or taxpayer during other portions of the meeting unless a member of the Board of Supervisors has specific questions or requests information from a resident or taxpayer in attendance at the meeting.
10. The Chairman shall maintain order in all matters during the public comment portion of the meeting. No speaker shall be allowed to use vulgar or offensive language, or refuse to leave the podium after the allotted time. No personal attack on the character or reputation of an employee, department head, or any Township official will be tolerated. The Chairman may rule any speaker acting in this manner out of order. Any speaker ruled out of order shall be barred from further speaking at that meeting unless a majority vote of the Board of Supervisors allows. Furthermore, the Chairman may instruct a Police Officer to escort the speaker from the meeting if the Board determines removal is warranted. All individuals who speak may be held accountable for their statements in court or other type of litigation.