

Number: 200
Section: 2.1

SUBJECT: PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Purpose. The Board of Commissioners recognizes the value to Township governance of public comment and the importance of involving members of the public in Board meetings. The Board of Commissioners also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.
2. Authority. Salisbury Township Board of Commissioners shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.
 - 2.1 In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.
 - 2.2 The Board shall require that all public comments related to agenda items be made prior to vote on the item and all public comments related to non-agenda items be made at the end of the agenda.
3. Application. This policy applies to any and all public meetings held by the Board of Commissioners.
4. Responsibility. The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.
5. Policy.

The presiding officer shall be guided by the following rules:

- a. Public participation shall be permitted only as indicated on the order of business in the Board procedures, and at the discretion of the presiding officer on a given issue.
- b. Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the Township's organizational structure.
- c. The Board requires that public participants be Township taxpayers or residents, anyone representing a group in the Township, any

representative of a firm eligible to bid on materials or services solicited by the Board, and any Township employee.

- d. All persons wishing to participate in a public Board meeting shall register their intent at the meeting and include the name and address of the participant; group affiliation, if appropriate; and topic to be addressed.
- e. Participants must be recognized by the presiding officer and must preface their comments by announcing their name, address; group affiliation, if appropriate.
- f. Each statement made by a participant shall be limited to three (3) minutes duration, which will be enforced by the presiding officer.
- g. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.
- h. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; request any individual to leave the meeting when that person does not observe reasonable decorum; and call a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting as to warrant such action.

Electronic recording devices and cameras, in addition to those used as official recording devices, may be permitted at meetings under guidelines established by the Board. These guidelines can be found in policy No. 200.2.2.

No placards or banners will be permitted within the meeting room without prior approval.