

## **LITITZ BOROUGH PUBLIC COMMENT PROCUDURES**

The public is welcome to comment on specific agenda items during the meeting. A public comment period shall be established at the end of each Borough Council meeting to share information on non-agenda items. The speaker should not expect a direct answer or a back-and-forth exchange. These guidelines have been established for public comment period of a meeting and comment on specific agenda items.

1. Any resident, business owner, and/or taxpayer of the Borough, or any representative of a non-profit organization serving the Borough wishing to address the Council must first be recognized by the President, and then must identify him/herself by name and address.
2. The speaker must direct all comments to Borough Council, not staff.
3. Each speaker will be given one opportunity to speak for three (3) minutes to comment on a specific agenda item. Dialogue between council members and the speaker will be included in the 3 minute time allotment. This time allotment is also to be followed during the public comment portion of the agenda.
4. Agenda item comments are limited to sharing information and commenting on specific agenda items. Public comments should be succinct and remain on the specific point or question and should not be directed toward other comments about the same agenda item.
5. In the interest of preserving time, speakers should limit repetitious comments and, where appropriate, acknowledge agreement with a previous speaker's comment or position.
6. Council President reserved the right to limit repetitive or redundant comments.
7. Each speaker will be allotted three (3) minutes during the public comment period. Dialogue between council members and the speaker will be included in the 3 minute time allotment. The Council President has the discretion to allow speakers to go beyond the three minute mark and may ask that the speaker summarize or conclude their remarks.
8. No official Borough Council action will be taken on items presented during the public comment period. Council reserves the right to follow up to questions posed by the public at a later date once they've gathered the appropriate information relative to any questions. All items will automatically be referred to Borough staff and/or the appropriate working group/committee for further research and discussion. Matters addressed publicly to the Council will be taken under advisement and either the Borough Council will respond to the person raising the issue directly at a later date, or the Borough Council will respond to the item(s) during a future public meeting as an agenda item(s).
9. Persons attending the Borough Council Meeting should conduct themselves with decorum and civility. Speakers during public comment and persons in attendance must refrain from abusive or profane remarks, slander, or personal attacks. Loud, disruptive actions which interfere with the public comment period will not be tolerated.
10. The above procedures may be modified at any time by a majority vote of the Borough Council.
11. These procedures are to be posted in Council Chamber and on the Borough web site.