

RESOLUTION NO. R-10-20

**WHITE TOWNSHIP
INDIANA COUNTY, PENNSYLVANIA**

Rationale: The adoption of these public comment procedures and guidelines is to establish a policy which allows a reasonable opportunity at each public meeting or hearing for community residents and/or taxpayers of White Township to comment on matters of concern, official actions or deliberations which are or may be before the Board of Supervisors.

WHEREAS, pursuant to the Pennsylvania Sunshine Act, 65 Pa. Cons. Stat. § 710.1, municipalities may adopt reasonable rules and guidelines for public comment periods to maintain an orderly process, including by imposing time limits; and

WHEREAS, the White Township Board of Supervisors wishes to adopt reasonable rules and guidelines for the public comment periods during public meetings and hearings.

NOW, THEREFORE, White Township adopts the following reasonable rules and guidelines for the public comment periods during public meetings and hearings.

An initial public comment period limited to comment or questions on items listed on a prepared agenda shall be provided at all public meetings prior to the Board of Supervisors voting on such agenda items.

A second public comment period shall be established at the end of all public meetings to give residents and/or taxpayers the ability to raise non-agenda issues, questions and concerns.

Only one public comment period shall be provided for public meetings or hearings where the Board does not have a prepared agenda prior to the hearing or meeting.

The following guidelines are established for each public comment period referenced above:

1. Each public comment portion of the public meeting will last approximately 20 minutes. This period may be extended at the discretion of the Board Chair.
2. Any community resident and/or taxpayer of the Township wishing to address the Board should first sign his or her name to a sign-in sheet to be provided by the Township and must first be recognized by the Chair prior to speaking. The speaker must identify him/herself by name, address and municipality of residence.
3. The speaker must direct all comments to the Board of Supervisors, not staff.
4. Each speaker recognized by the Board Chair will be given three (3) minutes to comment during each public comment period.

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. If a person does not complete his/her comments on non-agenda items within the allotted public comment period, he/she will either be afforded additional time or the Board may defer the comment period to the next regularly scheduled meeting or schedule a special meeting prior to the next regular meeting.
7. No official Board action will be taken on items presented during the public comment period conducted after voting on agenda items. All items will automatically be referred to Township staff and/or the appropriate working group/committee for further research and discussion. Matters addressed publicly to the Board will be taken under advisement and either the Board will respond to the person raising the issue directly at a later date, or the Board will respond to the item(s) during a future public meeting as an agenda item(s).
8. Other than during public comment periods, community residents and/or taxpayers of White Township may only comment on issues being discussed during the meeting when recognized by the Board Chair conducting the meeting.
9. The above procedures may be modified at any time by a majority vote of the Board of Supervisors.
10. These procedures are to be posted in the meeting room and on the Township website.

Resolution R-5-93 that governed public comment at regular or special meetings being adopted by the White Township Supervisors on August 11, 1993, is hereby superseded in its entirety.

RESOLVED and **ADOPTED** this 20th day of July, 2020, at a public meeting of the Board of Supervisors of White Township, a quorum being present.

WHITE TOWNSHIP BOARD OF SUPERVISORS

ATTEST:

Donna Hui
Secretary

Heop S. Lee
Chairman

W. A. Kimmell

Sandra Billeter

R. Lassler

Linda McCauley