



PUBLIC COMMENT RULES AND REGULATIONS

(Resolution 2026R-03-03)

Public Comments at regular or special public meetings shall be governed by the following rules and regulations:

1. General Conduct for Public Comment.

- a. Unless otherwise permitted by the Chairperson, only residents and taxpayers of Windsor Township may provide public comment at Board meetings.
- b. Members of the public shall comment only after being recognized by the Chairperson conducting the meeting. Those wishing to speak must request recognition by the Chairperson by raising a hand.
- c. All comments shall be made while standing and shall be made into a microphone, unless physically unable to do so.
- d. Members of the public shall announce their name and address prior to addressing the Board.
- e. The Chairperson may rule out of order scandalous comments, impertinent and redundant comments, and/or comments designed to disrupt the proceedings of the meeting.
- f. Public comments shall not contain personal attacks and shall not consist of, or become, arguments between residents and members of the Board. Residents may not address other members of the audience, or argue, speak or yell back and forth at or to each other.
- g. Any conduct disruptive of the Board meeting and interfering with the business of the Township, such as talking when not recognized by the Chairperson, talking beyond the allotted time and/or the use of a cell phone shall not be tolerated.
- h. When a group of persons wishes to address the Board on the same subject matter, the Board may request that a spokesperson be chosen by the group to address the Board so as to avoid unnecessary repetition.
- i. The Chairperson shall preside over all public comment periods and may within his/her discretion allocate available time among individuals wishing to comment and rule out of order irrelevant, scandalous, impertinent, repetitive, or redundant comments.

2. Public Comment on Non-Agenda Items – At the end of the agenda for each public meeting, time shall be set aside for members of the public to comment on matters of general or individual concern in the Township and not on the public meeting agenda.

- a. Public comment is intended to afford the general public an opportunity to express opinions and to bring matters to the attention of the Board. It is not intended to be a question-and-answer period nor is it intended as a time to address fellow members of the public. Although they may, nothing herein shall require Supervisors to answer questions or engage in debate.
- b. The purpose of the public comment is not for residents or taxpayers to engage in argument or debate with members of the Board, Township staff, or other residents, and the Chairperson shall maintain order in accordance with such purpose. All remarks by the public shall be addressed to the Supervisors.
- c. The Chairperson shall limit public comment to no more than three (3) minutes per person, which shall commence from the beginning of the speaker's remarks and include any time that passes during questioning or discussion between the speaker and the Supervisors. Letters shall not be read during public comment unless such letter can be read within the three (3) minute time limit. Any letters cited or read may be submitted to the Township Manager.
- d. No official Board action will be taken on matters presented during the public comment period. 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).
- e. The public meeting comment period at the end of each meeting shall be limited to thirty (30) minutes unless otherwise permitted by the Chairperson. In the event that there is insufficient time for public comment, the Board, at its discretion, may continue the public comment to its next regular meeting.
- f. Persons shall not comment during the public comment period regarding specific agenda items but, rather, shall present such comments when invited by the Chairperson during the meeting.

3. Public Comment on Agenda Items – In addition to the general public comment period on non-agenda items, the Board will take public comment during the meeting only on those items requiring official action. The Sunshine Act defines official action as “recommendation made by an agency pursuant to statute, ordinance or executive order; the establishment of policy by an agency; decisions on agency business made by the agency; vote taken by an agency on any motion, proposal, resolution, rule, regulation, ordinance, report or order.” Members of the public commenting on Agenda items shall follow procedures outlined in Section 3.1 of this Resolution when providing comments.