**Tinicum Township**

**Rules and Procedures for Public Meetings**

## Public Participation

The Board of Supervisors will receive public comment at all open meetings as follows:

a) Comments will be heard from residents or taxpayers of Tinicum Township only. Extending the courtesy of public comment to nonresident or non-taxpayer individuals is discretionary.
b) Any person making public comment at any open meeting is required to sign in and identify their first and last name prior to providing comments.
c) All comments made during public comment shall be addressed only to the Board of Supervisors as a whole. No public comment shall be directed to one individual board member, or to a member of Township staff, or to a volunteer for the Township, or to any other person present or not.
d) Public comment for each member of the public is permitted for a maximum of three (3) minutes, and may only be extended at the discretion of the Board Chair.
e) The Board Chair will preside over the public comment period directing each party present when to address the Board of Supervisors, and notify each of when their time has elapsed.
f) Topics presented during public comment should relate to matters of concern, official action or deliberation which are or may come before the Board, or matters that are of public concern in the Township. Public comment is not an opportunity to have a dialogue with the elected officials, Township staff or professionals engaged by the Township. Public comment is not an opportunity to demand explanations or answers from elected officials, Township staff, or professionals engaged by the Township. Elected officials may, but are not required to, follow up on public comment during the business portion of the meeting, at a later meeting, or after the meeting at another time.
g) Following the close of public comment, each member of the Board will have an opportunity to make a statement which may or may not answer specific questions or address specific issues raised during public comment, after which official action may be taken.

## Rules of Conduct

1. Township officials and members of the public are expected to conduct themselves with civility.
2. Speaking or commenting out of turn, making threatening remarks, using profane or vulgar language, purposefully making physical contact with another person without consent, and any other conduct that disrupts the flow of business will be considered to be out of order and will not be tolerated;
3. At the discretion of the Board of Supervisors, disruptive individuals will be asked to maintain order, asked to leave the meeting, or be escorted from the meeting in this order.

We believe we are capable of engaging with one another with respect and understanding even when we may disagree.