

SALFORD TOWNSHIP

GUIDELINES

CONDUCT AND PARTICIPATION IN PUBLIC HEARINGS BEFORE THE BOARD OF SUPERVISORS

1. In public hearings before the Board of Supervisors, which may include hearings for conditional uses, rezoning requests or adoption of ordinances, the Board of Supervisors, Township staff or Township consultants will introduce the topic and purpose of the hearing.
2. As appropriate, the Township or the applicant will present testimony or a description of the request. The Board of Supervisors would first ask any questions it may have and make any statements. The audience would then be given an opportunity when recognized by the Chairperson of the Board of Supervisors to ask questions or present testimony. Depending on the type of public hearing, members of the audience may be asked to be sworn in under oath before giving their testimony or comments.
3. In the event the public hearing is one being held at the request of an applicant, the applicant will be given an opportunity to present concluding remarks and to respond to issues raised by the Board of Supervisors and members of the audience. When all testimony and questions have been concluded, the Chairperson of the Board of Supervisors will close the hearing. The Board of Supervisors may, at its option, vote on the matter on that same evening during the public meeting. However, the Board of Supervisors may wish to have additional time for review before making a decision and voting on the matter at a subsequent public meeting.
4. Members of the public who wish to speak will be asked to sign a sign-in sheet.
5. Individuals are asked not to call out or speak out of turn. Members of the public may speak once they are recognized by the Chair. This enables the Board and members of the audience to hear your comments and enables the court reporter to accurately transcribe all statements.
6. Speakers will be asked to state their name and address so that it can be recorded in the record.
7. The Board may set a time limit for individual speakers and for the overall matter. Time limits will be set on a case by case basis depending upon the public turnout, complexity of the matter and time constraints.
8. You are asked to refrain from making any personal attacks or comments on members of the Board, Township staff, Township consultants or other members of the audience or public.
9. You are asked to limit your comments to the matter before the Board. Unrelated issues should be raised during the public meeting portion of Board meetings or should be brought to the attention of the Chairperson or Township Manager so that they can be placed on a subsequent Board agenda.

10. Individuals wishing to speak at a hearing will be asked to come to the front of the room and use a microphone so that everyone in attendance can hear the comments and the statements can be recorded by the court reporter.

APPROVED: **JANUARY 16, 2013**

MOTION: **13-030** **BY:** **STYER** **SECOND BY:** **LYNCH** **VOTE:** **3 - 0**

(TOWNSHIP SEAL)

