

ALLEGHENY TOWNSHIP BOARD OF SUPERVISORS  
PUBLIC COMMENT POLICY

Public comment and participation in decisions made by the governing bodies is an essential component in our form of government. The Allegheny Township Board of Supervisors encourages public participation in the various matters that it addresses.

In order to provide adequate opportunities for public comment and participation in a manner that will contribute to the overall effectiveness of the decisions made by the Board, the Board has established certain procedures to follow.

Procedures are designed to provide the maximum opportunity for all members of the public to present their views and opinions on various matters of importance that confront the Board. The following procedures will be followed at all Township meetings to allow for public participation:

1. Public comment will occur at the properly designated place on the regular Board Agenda. On most Agendas, public discussion occurs at the item labeled "Public Comments" at the beginning of each meeting.
2. Any individual who wishes to address the Board must be a resident of Allegheny Township, tax payer in the Township, own property in Allegheny Township or represent a business or organization located in Allegheny Township.
3. Any individual who wishes to address the Board must state their full name and street address so that it may be recorded in the Minutes. If the individual is a non-resident, they must state the address of the property they own or identify the business they represent so that it may be recorded in the Minutes.
4. Any individual who wishes to address the Board will be allowed up to five (5) minutes to present their statements. If there is a group present regarding the same topic, a spokesperson may be appointed to address the Board on the group's behalf.
5. During public comment, the Board will not take any formal action or vote. If the comment pertains to an item on the agenda, action will be taken at the appropriate time during the meeting.
6. Any individual is free, at any time, to submit written comments and testimony to the Board via mail or e-mail.

In general, the purpose of public discussion is for the public to make comments on any item considered by the Board as part of the Agenda or on any other item of community interest. Individuals addressing the Board should confine their remarks to statements of opinion, information or fact. The Public Comment section of the Agenda is not intended to be a debate. Rather, it is intended to be an orderly presentation of opinion, information, and fact to help the Board in making its decisions on various issues confronting the Township. The Chairman may rule, "out of order" on any comment that is not appropriate to the intent of this policy.