

Spring Garden Township Meeting Protocol

The governing body (or appointed board or commission) meets at regular intervals to conduct business of the local government with may include letting of contracts and the allocation of resources and establishing policy for the day-to-day operations are of the municipality. Public meetings are a way to ensure a safe environment for anyone seeking to comment, offer input, or protect any action or policy of the local government, or to address the governing body directly about a concern.

- **Public Comment Section**

- Share comments on only items that are not on the agenda
- This is a “comment” period, not a question/answer session or debate
- Attendees should
 - Stand at the podium
 - Provide name and address
This is so the audio recording can capture comments and accurately be reflected in the minutes

- **Agenda Item Comments**

- If an issue or item is on the agenda, opportunities for comment will be allowed at the time the agenda item is discussed

- **Meeting Room Conduct**

- All speakers will refrain from disruptive behavior, and:
 - Will be respectful (no yelling or screaming, and no speaking out of turn)
 - Will not use profanity or slander
 - Will not use words with the intent to incite aggression
 - Will not speak without being recognized by the presiding officer
- 3 minutes policy for each speaker
This allows the opportunity for others to speak and permits the Township to conduct other business
 - If more than 3 minutes are needed, it is requested the speaker provide the BOC the comment in writing. This allows other meeting attendees time to present their items.

Failure to adhere to these guidelines may result in removal from the meeting hall and facility.