

# **GREENWOOD TOWNSHIP PUBLIC COMMENT TIME POLICY**

**Revised February 7, 2018**

In order for the Greenwood Township Board to carry out efficient meetings, below are guidelines which will be implemented as of February 6, 2017.

1. Public Comment time will follow Community Reports and prior to Township Business.
2. Public Comment time will be announced by the Supervisor.
3. Each person requesting the floor must be acknowledged by the Supervisor.
4. When acknowledged by the Supervisor, you will be requested to give your name.
5. While you have the floor there will not be any interruptions from anyone else.
6. Public Comment will be limited to three (3) minutes unless additional time of two (2) minutes is granted.
7. When your additional two minutes are up, you will be asked to be seated.
8. AGENDA: the FORMAL business of the township.  
\*Any person requesting to be put on the agenda must contact the Clerk no later than the Friday before the meeting and will be at the Boards discretion. They must state their reason to be on the agenda.

Your adherence to this policy will allow everyone a chance to be heard and to be done in an orderly manner.

Motion made by Jesse McClaughry/Barbara Ferrett. All approve.

Policy Approved: February 7, 2018

*Linda Bailow*

Clerk