

**ADDISON TOWNSHIP  
PUBLIC COMMENT GUIDELINES**

1. The Agenda for all regular meetings shall include "Public Comments". The Agenda for special meetings may include "Public Comments".
2. Any person wishing to make a public comment shall state their name and address for the record.
3. Public comments shall be limited to 2 minutes, unless extended by a vote of the Board. Speakers may submit written comments in lieu of verbal comments, or to supplement their verbal comments.
4. Public comments at a regular meeting may be related to any subject. Public comments at special meetings shall be limited to topics on the agenda.
5. Public comments shall be made in a civil and courteous manner, and shall not include vulgar, hostile, threatening or disruptive comments.
6. Groups of speakers on the same subject shall select a representative speaker in order to avoid repetition.
7. Township officials may, but are not required, to answer questions or respond to public comments at the meeting.
8. The Township Supervisor or presiding officer may, but is not required, to allow public comments during the discussion of topics on the agenda.
9. The Township Supervisor or presiding officer may halt or suspend public comment due to non-compliance with these guidelines, and may defer the completion of public comments to the next meeting due to the number of speakers or other reasonable grounds.
10. Public comments shall not be quoted or described in detail in the minutes of the meeting, but the name of the speaker and topic may be included. Written materials submitted during public comment shall not be a part of the minutes.

Adopted: \_\_\_\_\_