

**LOWER FREDERICK TOWNSHIP
PUBLIC MEETING ATTENDANCE AND PARTICIPATION POLICY**

I. INTENT:

It is the intent of this policy to: 1) provide a reasonable opportunity for public attendance and participation at public meetings of the Board of Supervisors; 2) promote orderly and efficient public meetings of the Board of Supervisors; and 3) otherwise comply with the provisions of the Sunshine Act, 65 P.S. §701 et seq.

II. ATTENDANCE AND NOTICE:

Citizens are welcomed and encouraged to attend any and all public meetings of the Township Board of Supervisors. The Township will provide notice of all public meetings in compliance with provisions of the Sunshine Act. The Township will post a tentative agenda on the Township's website for Board meetings no less than one day (1) prior to a regularly scheduled meeting.

III. PUBLIC PARTICIPATION:

A. Agenda items:

1. The Board of Supervisors will provide a reasonable opportunity for citizens to comment specific to an agenda item after there has been a motion and a second on such agenda item, and prior to any vote being taken on such motion.

2. Public comment on agenda items shall generally not exceed two (2) minutes per person per agenda item. The Chairperson of the Board of Supervisors, or their designee, shall have the discretion to permit a citizen to continue commenting for an additional period not to exceed five (5) minutes, taking into consideration the number of agenda items, the number of citizens wishing to comment, the duplicative or original nature of the comments being provided, the expected length of the meeting, and any other factors bearing on the orderly and efficient conduct of the meeting.

B. Non-Agenda items:

1. The Board of Supervisors will provide a reasonable opportunity for citizens to comment on any non-agenda items after all agenda items have been addressed, but prior to the adjournment of the public meeting.

2. Public comment on non-agenda items shall generally not exceed two (2) minutes per person. The Chairperson of the Board of Supervisors, or their designee, shall have the discretion to permit a citizen to continue commenting for an additional period not to exceed five (5) minutes, taking into consideration the number of citizens wishing to comment, the duplicative or

original nature of the comments being provided, the expected length of the meeting, and any other factors bearing on the orderly and efficient conduct of the meeting.

C. Generally:

1. Citizens who wish to comment at a public meeting should indicate that intent by raising their hand after the applicable public comment period has been announced.
2. The Chairperson of the Board of Supervisors, or their designee, will then indicate by signal or name that a citizen wishing to comment may begin to do so.
3. Each person wishing to comment shall, after recognition by the Chairperson, provide their name, address and group affiliation (if applicable) before addressing the Board.
4. Persons wishing to provide written comment or information at a public meeting should bring at least five (5) copies — one for each Supervisor, one for the public, and one for the official record.

Adopted: January 30, 2018