

West Caln Township Board of Supervisors' Meetings - Public Comment Guidelines:

1. Individuals must state their name and address for the record prior to making their comment (please also formally stand to make comment). *Please note that Public Comment is restricted to residents and/or taxpayers of the West Caln Township.*
2. Public Comment is limited to a maximum of 3 minutes per individual (note that individuals may not give their time to other people).
3. One public comment period will be provided at the beginning of the meeting for both agenda and non-agenda topics.
4. The public comment period is a time for the Supervisors to receive information and input from residents and taxpayers of the Township. In order to ensure that the public comment period of the agenda is orderly and all residents and taxpayers of the Township have a fair opportunity to provide comment on those items important to them, the public comment period is not an appropriate time for a question-and-answer session. Where appropriate and applicable, answers to questions raised during the public comment period will be provided at a later meeting or, where appropriate, through follow-up with the individual commenter.
5. Similarly, the Supervisors will not always call on the Township staff and professionals to provide public answers during the meeting. The issues handled by the Township's staff and professionals are often complex, and in order to make sure that the information being disseminated to the public is accurate, responses to questions posed during a public meeting will, where applicable and appropriate, be provided by staff at a later date—during a public meeting, or individually to the commenter, as appropriate under the circumstances.
6. The public comment section at the beginning of the meeting will take place prior to any votes being taken on agenda items. Any comments on specific business items on the agenda should be made at this time. Note that Public Comment will not be taken after each individual agenda item. **Therefore, please utilize the public comment section at the beginning of the agenda should you want the Supervisors to consider your comment prior to a vote being taken.**
7. While the public does have the right to make critical remarks, it is the Township's expectation that everyone will do so in a respectful and courteous manner. Members of the public do not have the right to disrupt meetings. In cases of serious disruption, the Supervisors will adjourn the meeting, or take such other action to resolve the disruption, as appropriate under the circumstances.