North Whitehall Township Board of Supervisors
Public Comment Policy

Purpose

- This Public Comment Policy is adopted to ensure orderly, meaningful, and lawful participation by the public during meetings of the North Whitehall Township Board of Supervisors (the "Board"), consistent with Pennsylvania's Sunshine Act (as codified, 65 Pa.C.S. § 710.1 *et seq.*) (the "Sunshine Act"). Public comment allows residents and stakeholders to address matters of concern, provide input on agenda items, and support transparent local government.

Right to Comment Under the Sunshine Act

- The Sunshine Act guarantees the public a reasonable opportunity to comment on matters of concern, official action, or deliberation prior to official action being taken. The Board will provide an opportunity for members of the public to comment on each agenda item prior to the Board voting on said item. In addition, the Board will provide at least one (1) general public comment period at every advertised public meeting.

Eligibility to Comment

- Public comment is open to:
  - Residents of North Whitehall Township
  - Property owners within the Township
  - Business owners or representatives of businesses located in the Township
  - Individuals directly affected by an item on the agenda
  - Persons who otherwise pay taxes to the Township (does not include sales tax on purchases made within the Township)

Speakers must state their name and municipality of residence (or business/organizational affiliation) for the record.

Time Limits

- With respect to public comment regarding specific agenda items, each speaker is limited to five (5) minutes per agenda item.
- With respect to general public comments regarding items not listed on the meeting agenda, each speaker is limited to five (5) minutes per meeting.
- Time may not be transferred or yielded to another speaker.
- The Chair will enforce time limits.

Duly Adopted: January 05, 2026
Last Revised: January 05, 2026

Order of Public Comment

Unless otherwise announced, the order of comment will be:

1. Specific agenda item comment (before official action by the Board)

2. General public comment (at the end of each agenda for non-agenda related items – listed on meeting agenda as "Courtesy of the Floor"). Comments made during the Courtesy of the Floor portion of the meeting must be reasonably related to agency business of the Board or administration of the Township government and services.

Rules of Conduct

Speakers must:

- If able, speak from the designated public comment location (stanchion if one is present)
- Identify themselves (full name) for the record
- Identify the municipality in which they reside or, alternatively, whether they own property within the Township or pay taxes to the Township (does not include sales taxes on purchases made within the Township).
- Address comments to the Board
- Maintain civility and refrain from profanity, personal attacks, or disruptive behavior
- Adhere to the specified time limit

The Chair may call a speaker out of order, end a comment period, or remove disruptive individuals consistent with applicable law.

Written Comments

- Written comments submitted twenty-four (24) hours before the meeting will be included in the meeting record but not read aloud unless directed by the Chair.

Hybrid/Virtual Meetings

- The Township may offer the ability for individuals to watch a livestreamed video feed of Board meetings. Only those persons physically in attendance at a Board meeting may provide public comment to the Board.

Enforcement

- Failure to comply may result in warnings, termination of speaking time, or removal from the meeting in accordance with applicable law.

Policy Review

- This Public Comment Policy will be reviewed periodically and amended as needed.