



## Request to Address a Public Meeting of the Board

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_

Specific questions to be asked or specific action desired of the Board:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Township recognizes its responsibility to conduct the business of the Township in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations to the Board.

Completion of this form shall be done prior to the meeting of the Board, so that the Board can be apprised of the topic. A person wishing to address the Board shall submit this form to the Board Secretary who will share the information with the Board. The person making the request shall then identify him/herself at the public meeting and proceed with his/her comments as briefly as the subject permits.

The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation.