**PADDC PUBLIC COMMENT POLICY**

PADDC welcomes visitors to its public meetings. The public comment period provides members of the public an opportunity to express their thoughts and views, which may inform the Council’s deliberations.

Council Guidelines

1. The public comment period is held at the beginning of each Council meeting.
2. The public has the right to comment on issues that are or may be before the Council.
3. The Council does not engage in dialogue or answer questions with the public during the comment period. The Council will respond to any factual questions raised during the comment period in writing at the following meeting.
4. The amount of time allotted for the public comment period may be limited to 15 minutes to ensure the Council meeting adjourns on schedule.

To ensure that public comment periods are efficient and productive, Council will adhere to the following procedures:

1. Individuals who are interested in speaking during the public comment period must submit their interest using the sign in sheet before the meeting convenes. Speakers may request accommodations to participate.
2. Individuals will be called on in the order they signed in.
3. Individuals must use a microphone and state their name and organization for the record.
4. Remarks shall be limited to no longer than three minutes per person.
5. Each speaker will be allowed to speak one time during the public comment period.
6. No individual can forfeit their 3 minutes to someone else.
7. Comments will be directed to the Council Chair and not to Council employees, grantees, or the audience.
8. Council staff will keep time. At the end of three minutes, the speaker will be asked to conclude their remarks.
9. Individuals may submit handout materials to the Council Chair during the meeting. The Council Chair will distribute copies to Council members and appropriate staff for review.
10. Speakers shall be civil and courteous in their language and presentations at all times. Speakers shall refrain from personal attacks and or threats directed toward any Councilmember, staff and/or members of the public.
11. The board also will accept written comments in addition to or in lieu of spoken comments at the meeting. Written comments may be given to the Council at its quarterly public meeting, mailed to the Council, or emailed to [ra-pwpaddc@pa.gov](mailto:ra-pwpaddc@pa.gov) prior to 10 am on the day of the meeting.

Suggested script for the Chairperson:

Now is the time to hear from the public. We welcome your comments which are very important to us. Note that all comments are limited to three minutes. As a reminder, please use a microphone to comment. It is helpful for the council if you would give us your name, where you are from and your organization, if applicable. Please address your remarks to the chair. Note that we will not be entering into dialogue at this time. The purpose of this agenda item is for YOU, the public, to inform US, the Council, about your views. If members of the public have factual questions, staff will be glad to address them. Please speak with the Council Secretary who is seated at the sign in table.