



GUIDELINES FOR RESIDENT COMMENT

The Borough of Fox Chapel encourages Borough residents to participate in the process of open government. It offers the following guidelines with respect to resident comments for the purpose of conducting orderly meetings. These guidelines shall be adhered to but are not meant to be inflexible or mandatory rules.

TIME CONSIDERATIONS

- The Resident Comment Period will be placed on all agendas for public meetings and will typically be one of the first items of business.
- The time limit for each person to speak (whether speaking in person or virtually) is one 3-minute time period.
- Where the total time for the Resident Comment Period has exceeded thirty (30) minutes, Council reserves the right, by majority vote, to end the Resident Comment Period, but will allow remaining speakers the option to participate in resident comment at the next regularly scheduled Council meeting and/or submit their comments in writing after the meeting.
- If the thirty (30) minutes allocated to the Resident Comment Period have not expired after the individuals who have signed up have spoken, the President of Council will ask if any other persons wish to address Council.
- Speakers may not give their time to other people.

GUIDELINES

All comments and suggestions addressed to Council during the Resident Comment Period shall be subject to the following procedures and must be related to issues that are or may be before Council:

- Residents who may wish to address Council during the Resident Comment Period will register on a sign-up sheet available on a table inside the entrance to the Council Chambers indicating contact information, including Fox Chapel address and the Borough-related topics they intend to address. A sign-up sheet will be available beginning thirty (30) minutes before the start of the meeting. No one will be allowed to have their name placed on the list by telephone request to Borough staff.
- In the case of virtual meetings, people wishing to address Council shall contact the Borough Secretary prior to the meeting via email, providing their contact information, including Fox Chapel address and the Borough-related subject they intend to address. To assist the administration of meetings with virtual participation, it is helpful for individuals to include their name and the phone number that will be used for signing into the Council meeting to participate virtually.
- Speakers will be acknowledged by the President of Council in the order in which their names appear on the sign-up sheets. Speakers will address the Council from the podium at the front of the room and begin their remarks by stating their name, address, and the topic to be addressed.
- The purpose of a resident comment is to allow the speaker's remarks to be heard. It is not meant to be an opportunity to question or debate members of Council, and substantive questioning on issues will not be responded to.
- Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Borough Secretary. Speakers in person or virtually

will not share PowerPoint presentations, spreadsheets, etc., as part of their presentations in the meeting.

- All speakers are required to keep to the one 3-minute time limit. This ensures consistency and fairness. The Borough Secretary will advise when 30 seconds remain. Keep comments concise, and please do not repeat earlier statements.
- In general, there will not be responses to residents' comments. However, members of Council may provide brief factual information and answer questions if appropriate.
- Speakers will be courteous in their language and presentation. Speakers must be respectful in their remarks and refrain from interrupting others, making personal attacks, and using profanity.
- Disruptive members of the public will be asked to leave the meeting.
- Any person engaging in threatening speech or conduct will be required to leave the meeting immediately.