

Delhi Charter Township
Procedure for Addressing the Township Board of Trustees (Rev. 3/18/25)

Thank you for your interest and desire to participate in public comment. Following these simple procedures will help ensure that your voice is heard while also keeping an orderly and efficient meeting.

General:

- Public comment is limited to two minutes per individual.
- If a representative is designated to speak on behalf of a group that is present in the audience, they may have four minutes.
- When recognized by the Chair, please approach a microphone and state your name and address.
- All comments shall be directed to the Chair.
- No debate shall be engaged between the Township and the public and no debate shall be engaged between members of the public.
- No one will be recognized to speak again until everyone has had an opportunity to speak.
- Those who do not follow these procedures will be ruled out of order by the Chair.
- A decision of the Chair not to recognize a member of the public who wishes to speak, or to rule a member of the public out of order can be overturned by a majority vote of the Board.

Public Comment on Non-Agenda Items

- The Chair will recognize those who wish to speak on a topic that is not on the agenda during the time indicated on the meeting agenda for “comments on non-agenda items”.

Public Comment on Agenda Items

- The Chair will recognize those who wish to speak on a topic that is on the agenda during the time indicated on the meeting agenda for “comments on agenda items”.

Other Information

- Members of the Board may vote to extend the time allowed for public comment.
- Members of the public may submit written comments (i.e. email) on agenda items to the Township Clerk any time prior to the meeting. Receipt of such written comments will be noted in the minutes the same as those who comment during the meeting.