

**BALDWIN TOWNSHIP
PUBLIC COMMENT REQUEST FORM**

As a courtesy, the Board provides a public comment period as part of the agenda of its regular meetings. This is your chance to address the Board on matters not on the agenda. Persons may address the Board during the public comment period, provided they do so in compliance with the Town's Administrative Policy.

Those wishing to address the Board at the public comment portion of the meeting must comply with the following:

1. Fill out the form below, detach and present to the Clerk/Treasurer or Chairperson prior to the public comment portion of the meeting.
2. Public comment section is limited to 30 minutes and each speaker is limited to 5 minutes.
 - Speakers not heard will be first to present at the next Board meeting or can be placed at the end of the current meeting agenda.
 - A person may only speak during the public comment period one time per month unless the chairperson approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the Board's authority and be limited to the subject listed on the submitted request form.
4. The chairperson will review the request forms and will not allow a person to speak during the comment period if their request is not consistent with the Administrative Policy. Any commenter that fails to limit their comments to the listed subject, to the allowed time, or otherwise does not act in accordance with the Administrative Policy forfeits their opportunity to present to the Board.
5. No one will be allowed to disrupt a Board meeting.
6. The Board will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

TO ALL PERSONS ADDRESSING THE TOWN BOARD AT PUBLIC COMMENT:
In order to accurately record your name and address for the official minutes of this meeting, please complete the following and hand it into the clerk, before addressing the Board.

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

SUBJECT TO BE PRESENTED TO THE BOARD:
