

ALLENTOWN PLANNING COMMISSION PUBLIC COMMENT RULES

These rules are intended to promote mutual respect, civility and orderly conduct among the City of Allentown Planning Commission, its employees, and the public. This section is not intended to deprive any person of his or her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, productive, and harassment-free workplace.

The City of Allentown Planning Commission follows all state laws and regulations regarding procedures for public comment. Specific guidelines for public comment during Allentown Planning Commission meetings are listed below. To ensure all residents and taxpayers of the City of Allentown have an opportunity to be heard by the Allentown Planning Commission, the guidelines below will be followed during Allentown Planning Commission meetings:

1. The Commission shall accept public comments at the end of each meeting and immediately prior to each official action (i.e., vote).
2. Individuals must complete a comment card, provided by the Commission, and submit it to the Commission's Clerk prior to addressing the Commission.
3. Individuals must go up to the podium to address the Commission. Unless necessary to provide a reasonable accommodation, comment will not be allowed from the audience sitting area.
4. Individuals must state their name and address for the record prior to making their comment. *Please note that Public Comment is restricted to residents and/or taxpayers of the City of Allentown*
5. Public Comment is limited to a maximum of 3 minutes per individual (note that individuals may not give their time to other people).
6. Only one public comment per individual, per topic will be permitted.
7. Speakers should make an effort to be concise and focused in their remarks. The Commission Chair may ask a speaker to conclude their remarks at any time if they become repetitive or disorderly. Groups may wish to designate a speaker to address the Commission.
8. The public comment period is a time for the Commission to receive information and input from residents and taxpayers of the City of Allentown. To ensure that the public comment period of the agenda is orderly and all residents and taxpayers of the City of Allentown have a fair opportunity to provide comment on those items important to them, the public comment period is not an appropriate time for a question-and-answer session. It is not a debate and public comment speakers should not expect a back-and-forth exchange.
9. Individuals attending Allentown Planning Commission meetings are expected to conduct themselves with decorum and civility. They should show the same respect to others that they wish to have shown to them. Speakers during public comment and people in the audience must refrain from abusive or profane remarks and slanderous, personal attacks. Loud, disruptive behavior or other actions which interfere with the orderly conduct of the meeting will not be tolerated.
10. The public, whether speaking or attending, shall comply at all times with all directions and lawful orders of law enforcement officers. In extreme cases of public disruption or if the circumstances of the meeting indicate the safety of members of the Commission, City employees, the public, or public property is in danger, the Chair shall have the authority to adjourn the meeting or terminate the public comment portion of the meeting.
11. If the Commission determines that there would be insufficient time for public comment at a meeting, it may defer the public comment period to the next regular meeting or a special meeting occurring in advance of the next regular meeting.