

## **Lake Township Planning Commission Guidelines For Public Meetings**

1. Meeting attendees are asked to remain as quiet as possible and refrain from distracting or disruptive behavior for the duration of meetings. Conversations among attendees should be as brief as possible and modulated so as not to become a distraction to the Planning Commission and/or other attendees- alternatively, those conversations can occur outside of the meeting hall. Mobile phones should be silenced and phone conversations should also occur outside of the meeting hall. Failure to comply with any of these conditions after being asked to do so by the meeting chairperson may result in a request to exit the meeting hall and/or temporary suspension of the meeting.
2. Two times will be designated for public comments during each regular meeting, the first immediately after the agenda and minutes have been approved and the second immediately prior to the meeting being adjourned.
3. Members of the public may comment once during each of the two public comment portions of regular meetings (and once during public hearings), with comments not to exceed 5 minutes duration. Time may not be lent or given from one speaker to another.
4. Members of the public will comment only after being recognized by the meeting chairperson. Anyone wanting to make a comment while attending in person will raise their hand to be recognized by the chairperson. Those wanting to comment while attending virtually will message the moderator in order to be unmuted and recognized by the chairperson.
5. After being recognized by the meeting chairperson, speakers will provide their first and last names (with spelling, if requested) while also identifying whether or not they are Lake Township residents.
6. Anyone identifying themselves as belonging to a group, an organization, a governmental entity, etc., shall clearly state whether or not their comment represents the position of that group, organization, governmental entity, etc.. Anyone claiming to represent the views of other individuals may be requested to provide proof of permission to do so.
7. Comments will be directed to the Planning Commission only.
8. Members of the Planning Commission should not be expected to answer questions or otherwise engage in dialogue in response to public comments.  
The Planning Commission may choose to provide factual information in order to provide clarification and/or invite individual meeting attendees to participate in discussion at any time during a meeting.
8. Please be respectful of others- use of profanity is discouraged, while harassment and/or verbal abuse directed at any individual may result in a request to exit the meeting hall. Abusive behavior that includes an intimation or threat of violence and/or other forms of intimidation will result in a request to exit the meeting hall and also be reported to law enforcement.

9. Please refrain from demonstrations of support for or disagreement with comments, e.g. clapping, cheering, booing, jeering, etc. Such displays can serve to discourage or silence minority and/or dissenting points of view.

10. All written correspondence to the planning commission must include a legibly printed name and be signed, dated and clearly marked for delivery to the Lake Township Planning Commission. With the exception of public hearings, correspondence should be received no later than 3 days prior to a meeting to guarantee inclusion on the agenda of that meeting. Correspondence sent via the USPS should be addressed to Lake Township Planning Commission, P.O. Box 429, Caseville, Mi, 48725. Correspondence sent via email can be addressed to [info@laketownship.net](mailto:info@laketownship.net) or [office@laketownship.net](mailto:office@laketownship.net). All such correspondence will become a public document.