

**Lake Township**  
**PLANNING BOARD POLICY**  
**Rules of Participation**  
**At**  
**Planning Board Meetings**

1. The Planning Board will conduct an orderly, respectful, and courteous meeting.
2. The public participation portion of the meeting is limited to ½ (one-half) hour, but an exception can be made, if necessary, so that no one's right to address the Board will be denied.
3. Each person will be allowed to speak for up to 3 (three) minutes, except when the number of speakers exceeds the time limit. In those instances, The Chairman may waive the ½ hour limit.
4. Each person wishing to address the Board is asked to identify themselves, but is not required to do so. If the person is representing a group or organization, the person should indicate whether the comments represent the official view of the organization or group.
5. All written statements, letters, faxes, and emails should be given to the Clerk and the Planning Board secretary so copies can be made available to the Board prior to the meeting. All items shall be submitted no later than the Wednesday preceding the regular meeting and will be put on the agenda. All correspondence must be addressed to the Lake Township Planning Board, the name of the person submitting such documents must have their name printed legibly and signed. All documents containing the above must be date stamped from the Lake Township office before being taken into consideration. All correspondence read by the Board will become public documents.
6. Individuals addressing the Board should take into consideration rules of common courtesy.
7. The Planning Board may question speakers, but are not obligated to answer questions or make statements or comments in response to the issues raised by the public. Any questions to the Planning Board may be considered and may be answered or not.
8. The Planning Board will follow the agenda as closely as possible, and bring new items to the agenda as needed if a full Planning Board is present.

Adopted 2.24.10  
Lake Township Planning Board