



4-5211

How to Address the Board at a Meeting

Armada Township board meetings have a structured format with a published agenda and rely on Robert's Rules of Order to maintain order. Here is a brief primer on how to ask questions.

If your issue is on the agenda

Once the item has been introduced, wait to speak until after the board has discussed the item and a motion has been made. After the motion is made and seconded, discussion is open to the public before the item is called for a vote. It is courteous to stand at the microphone and wait to be recognized before speaking. Please state your name and address for the record before your comments.

If your issue is not on the agenda

Wait to be recognized at the microphone during the Public Comment portion of the agenda. All comments and discussion must be germane to Township affairs.

Tips for Addressing the Township Board

- Move in an orderly and timely fashion to the microphone when the Public Comment portion is announced.
- Give you name and address after being acknowledged. If requested, please spell your last name.
- Be courteous and respectful of the process at all times.
- Speak directly to the chairperson, which is the supervisor. The proper procedure at a board meeting is to address others at the table or other speakers "through the chair."
- State your issue clearly and succinctly.
- Be specific. Make your announcement or address your concern, what was done or what you have already tried to do, and specifically what you want to see done to resolve the issue.
- Stay within the three minute allotted time per person.