

Procedure For Requesting Placement  
on Council Agenda

The following process shall be utilized for a Borough resident or Borough taxpayer who requests an item to be placed on the Agenda of a Borough Council meeting.

1. The person desiring the item to be placed on the Agenda of a Borough Council meeting must make such request to the Borough Secretary's office not later than 4 p.m. on the next to last regular workday, the week prior to the meeting, in writing, utilizing the form as provided below.
2. The person requesting must provide their name, home address or the address they own within New Holland Borough; the topic they wish to present; and identify any group or organization they are affiliated with related to the topic.
3. Notes for speaker:
  - i. The item requested shall be reviewed by the Borough Secretary to confirm it is a Borough related matter.
  - ii. All comments must be directed to the presiding officer of Council
  - iii. No placards, signs or banners of any type are permitted in the meeting room.
  - iv. All speakers are further subject to Borough Resolution #337 which identifies the guidelines for public comment at Council meetings.

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If you are a Borough resident or Borough taxpayer and would like to have a Borough topic placed on a Council meeting Agenda, complete the following and submit it to the Borough Secretary not later than 4 p.m. the next to last regular workday, the week preceding the meeting.

**NOTE: Speakers are limited to 2 minutes and must be a Borough resident or taxpayer.**

- Should you have any questions, call the Borough office 717-354-4567.

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Subject: \_\_\_\_\_

Organization Affiliation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Borough Staff: \_\_\_\_\_

Date

Name