

# **MILLINGTON TOWNSHIP**

## **POLICY FOR AGENDA PREPARATION AND CONTROL**

### **I. Purpose**

The purpose of this policy is to establish a consistent and transparent process for the preparation, publication, and amendment of Township meeting agendas. This policy shall apply to meetings of the Township Board, Planning Commission, and Zoning Board of Appeals.

### **II. Agenda Preparation and Control**

#### **A. Authority Over the Agenda**

The Township retains sole authority over the meeting agenda. Placement of items on the agenda is reserved for Township business requiring discussion or action.

#### **B. Agenda Preparation**

The Administrative Assistant shall prepare the agenda and meeting packets no later than the Friday preceding a regularly scheduled meeting. All materials submitted timely shall be included in the official meeting packet.

#### **C. Submission by Board Officials**

Board Members, Commission Members, and the Zoning Administrator may request items be placed on the agenda by submitting the request and supporting documentation to the Administrative Assistant and Supervisor (or Commission Chair) no later than 12:00 p.m. (noon) on the Wednesday preceding a regular meeting.

#### **D. Agenda Finalization**

The Supervisor and/or Commission Chair shall review the draft agenda and may make necessary revisions prior to posting. Items shall not be added to the agenda at the meeting except in the event of a demonstrated time-sensitive matter requiring immediate consideration.

### **III. Public Participation**

#### **A. Public Comment**

Members of the public shall have the opportunity to address the Board during the designated Public Comment portion of the meeting, subject to the following:

- Each speaker is limited to three (3) minutes per public comment
- Each speaker may speak at both public comments • Time may not be transferred or shared
- Comments must be directed to Township business

**B. Presentation of Concerns**

Concerns raised by members of the public shall be presented during Public Comment. Public Comment is intended to allow citizens to express views or raise concerns; it is not intended for extended dialogue or debate.

**IV. Consideration of Public Concerns**

**A. Determination of Action**

If, in the judgment of the Township, a concern raised during Public Comment involves Township business that may require Township action, the Township may request that the concern be submitted in writing.

**B. Written Documentation**

Written documentation must be submitted to the Township by 12:00 p.m. (noon) on Wednesday prior to the meeting at which the Township may consider the matter. Documentation should include sufficient background information to allow for an informed review.

**C. Agenda Placement**

Submission of written documentation does not guarantee placement on an agenda. If the Township determines action or discussion is warranted, the matter may be placed on a future agenda as a Township agenda item, not as a resident presentation.

**D. Participation During Discussion**

When a concern is discussed as an agenda item, the Township may, at its discretion, ask clarifying questions of the individual who submitted the concern. Such participation is limited to clarification only. The individual is not placed on the agenda and does not control the presentation or discussion.

**V. Informational Presentations**

**A. Non-Action Presentations**

From time to time, the Township may permit informational presentations by outside individuals or organizations (e.g., local schools, governmental agencies such as the DNR, or candidates for office).

**B. Approval and Time Limits**

Such presentations must be approved by the Township in advance and are subject to a time limit not to exceed ten (10) minutes, unless otherwise authorized by the Township.

**C. No Obligation**

The Township is not obligated to grant agenda time for informational presentations, and approval shall be based on relevance to Township business and available meeting time.

**VI. Recording of Rules**

These rules shall be recorded in the minutes and kept on file with the Township Clerk.

Adopted: January 16, 2023

Revised: September 18, 2023

Revised: January 19, 2026

Millington Township Clerk:

  
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Lorah Cameron