



Gratz Borough Council: Guide to Citizen Participation

This brief guide summarizes how you can effectively address the Borough Council during public meetings.

Participation Method	When to Use This Option	Requirements & Time Limits
Public Comment (Non Agenda Items)	<ul style="list-style-type: none"> • Share general concerns or feedback • Raise issues not listed on the agenda • Brief statements for Council awareness 	<p>Time Limit: Maximum 10 minutes per speaker</p> <p>Sign In Required: Speaker sheet must be completed before the meeting</p>
Request Placement on the Agenda	<ul style="list-style-type: none"> • Complex matters requiring discussion • Requests needing Council action or a vote • Topics requiring more than 10 minutes 	<p>Advance Notice Required: Contact the Borough Secretary at least 7 calendar days prior to the meeting</p>

Key Rules for Public Comment

- **Sign In:** You must sign the provided sheet with your name, address, and topic before the meeting starts.
- **Time Limit:** Your presentation is strictly limited to 10 minutes. This limit will be enforced to ensure all citizens have a chance to speak.
- **Focus:** Address your comments to the Council as a whole.
- **No Immediate Action:** The Council typically will not take official action on items raised during Public Comment, but may refer the issue to staff or a committee for follow-up.

How to Get on the Official Agenda

If your issue is complex and requires significant discussion or a formal vote, you must be placed on the official agenda:

1. Contact the Borough Secretary to submit a formal request.
 - i. www.gratzboro.com/contact
 - ii. Phone 717-365-3399 leave a message
2. Provide the Secretary with a summary of your issue and any written materials.
3. Your request must be submitted **at least seven (7) days before** the meeting date.

The Borough Secretary will confirm the meeting date when your item will be discussed