

# Hayes Township 2024 Survey Steering Committee Workshop

October 28, 2024, 4pm  
Hayes Township Hall

## Agenda

1. Call to Order
2. Public Comments – 2 min ea
3. Final printed questionnaire
4. Survey Monkey Pilot Test
5. Sample Selection
6. Boosting Response rates
  1. Community meetings/events
  2. Social Media?
  3. Partnerships with local organizations?
  4. Other ideas?
7. Summarize next steps
8. Adjourn meeting

## **Public Comment at Meetings of the Hayes Township Steering Committee**

The Hayes Township Steering Committee values public input and offers an opportunity for the public to comment at its meetings. This affords the Steering Committee the opportunity to hear your views and remarks. If you speak, you should not expect to engage the Steering Committee members or any staff in discussion or debate.

Steering Committee Members will not respond to comments made during the Public Comment unless it becomes necessary to ask a clarifying question, correct a factual error, or to provide specific factual information.

Questions about Township matters are best directed to individual Board members or Township staff (Planner, Zoning Administrator, or Assessor) between meetings. Contact information is available on the township website at: [hayestownshipmi.gov](http://hayestownshipmi.gov).

The availability of public comment is recognized by the Michigan Open Meetings Act. The Act provides that rules may be adopted for orderly comment from the public. To that end, the following rules have been established by the Steering Committee:

1. A person who wishes to speak during Public Comment will sign in and signify that they would like to speak on the form.
2. The person will begin by stating their name, spelling it out if requested.
3. The person addresses the Chairperson, or other person chairing the meeting, on behalf of the entire Steering Committee. Public comment is NOT to be addressed to individual Steering Committee members, to any township staff present, or to other members of the audience.
4. For the Public Comment period, there is a two (2) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the Steering Committee members present. A speaker may speak only once at Public Comment. There is no provision for another audience member to 'donate' their two (2) minutes to another speaker.
5. A speaker will be out of order if the speaker disrupts the meeting, fails to be germane, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a Steering Committee member or Township employee that is unrelated to the performance of that person's duties.
6. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting except by special leave of the Steering Committee. If the speaker continues to disrupt the meeting or is disorderly, law enforcement will be called to remove the speaker.
7. The Chairperson, or other person chairing the meeting, will have the discretion to permit members to speak at times other than the times reserved for Public Comment.