

RESOLUTION #08-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTH MIDDLETON TOWNSHIP, CUMBERLAND COUNTY, PA, ADOPTING RULES OF CONDUCT FOR MEETINGS OF THE BOARD OF SUPERVISORS AND OTHER OFFICIAL BODIES OF THE TOWNSHIP.

WHEREAS, the Board of Supervisors desires to establish rules and procedures for the conduct of its meetings to promote efficient and effective government; and

WHEREAS, the Board of Supervisors desires to encourage meaningful and orderly citizen input into the deliberative process of the Board of Supervisors; and

WHEREAS, the Board of Supervisors desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion thereof.

NOW, THEREFORE, BE IT RESOLVED that the following guidelines, rules, and regulations applicable to meetings of the Board of Supervisors, Committee thereof, and other Public Bodies of the Township are hereby adopted as follows:

1. **Meetings** – South Middleton Township will hold regular semi-monthly meetings at the Township Municipal Building, as set forth in the advertised schedule, in accordance with the PA Sunshine Act of July 3, 1986, as amended, unless by a majority vote of the Board of Supervisors, shall change the date, time, or site of such meeting.

2. **Order of Business** – the order of business at regular meetings of the Board of Supervisors shall be as follows:
 - a. Call to order
 - b. Approval of minutes – the minutes shall include the date, place, and time of the meeting; names of the members present; presiding officer; substance of the discussion preceding the taking of all official actions; actions taken; recorded votes and a record of all roll call votes taken; names of citizens who appeared officially and the subject of their testimony.
 - c. Awards, presentations or announcements.
 - d. Bid openings/awards
 - e. Public input (located on the agenda at the discretion of the Board)
 - f. Committee and staff reports
 - g. Discussion/action on plans
 - h. Discussion by Board Members
 - i. Payment of bills
 - j. Executive session
 - k. Adjournment

The order of the agenda may be changed, if necessary.

3. **Agenda** – items to be included on the agenda must be presented to the Township Secretary no later than Friday noon of the preceding week. Items not on the agenda may be considered under public input and/or discussion by Board Members. Agenda items which the Board does not wish to consider may be postponed until a later date or removed from the agenda by unanimous consent. If this unanimous vote is not forthcoming due to the objection of one or more members, the item must be continued on the agenda. However, a motion to table, to postpone indefinitely or to a certain time, to refer to a committee, approve, deny, etc., would be in order. Unfinished business will be carried on the agenda.
4. **Voting** – action will be voted on and carried by a majority vote, unless otherwise required. A roll call vote can be requested by any Board Member.

A motion can be withdrawn, with or without the consent of the seconder, at any time prior to a vote being taken. A motion will die if there is no second. The minutes of the Board will include every motion made and seconded, along with action thereon taken. If the vote is not unanimous, the names of the Board Members voting no or abstaining, and the reasons for their votes, will be stated in the minutes. Minutes of the Board of Supervisors will also record those motions which are withdrawn and die due to lack of a second.

5. **Recording of the Board meetings** – all Board meetings will be tape recorded for the purpose of providing accuracy of compilation of the minutes. Such tapes or other devices on which the proceedings are recorded shall be available to the public until the minutes of that meeting are approved. Thereafter, the tapes will be destroyed or taped over. The tapes may not be removed from the Township office and shall not be copied. The official minutes once approved shall be the legal record of the meeting.

Any person wishing to record or photograph during a public meeting, must request permission from the Board of Supervisors, and announce any such action before each public meeting. The Board may give permission to record or photograph the proceedings as long as the action does not detract from the decorum of the meeting or interfere with the deliberations of the Board of Supervisors or any committee thereof. No electronic devices will be permitted in front of the audience microphone and the front row of audience seats, without prior permission of the Chairman.

6. **Public Forum and Participation** – the public is invited to address the Board of Supervisors on any matter including agenda items. In order to be fair to all persons desiring to speak, comments should be kept to five (5) minutes. The Chairman has the right to determine speaking time according to the number of speakers desiring to speak. Each person desiring to speak shall register his/her name on the sign-in sheet, speak with the microphone, and identify himself/herself before speaking. Speakers are requested to furnish the Secretary with copies of any prepared statement/presentation before they begin to speak. The Chairman may interrupt a participant's statements if he/she becomes too lengthy, or ask a participant to leave if he/she does not observe reasonable decorum. The Chairman may limit repetitious and redundant public comment

made regarding a specific topic. Public comment must pertain to topics involving the jurisdiction of the Township's municipal government. Public comment that is scandalous, impertinent, irrelevant, or for the purpose of disrupting the meetings shall be ruled out of order by the Chairman. If there is not sufficient time for public comment at a meeting of the Board of Supervisors, public comment may be deferred to the next meeting of the Board.

No placards or banners will be permitted in the meeting room without prior approval.

No videotaping or tape recording of the Township staff is permitted without prior permission of the Board of Supervisors.

When a group of persons wishes to address the Board on the same subject matter, it is proper for the Chairman to request a spokesperson to be chosen by the group to address the Board, and to limit the number of persons addressing the Board on the same matter to avoid unnecessary repetition. The time limit for a group shall be no longer than fifteen (15) minutes.

7. **Committee and Staff Reports** – all committee and staff reports shall be submitted in written form to the Township Secretary, Manager or Assistant Manager no later than Friday noon of the week preceding the meeting in order to be given to the Board before the meeting. The Board may receive the reports without being read aloud. Failure to submit a written report in accordance with the regulations may result in no discussion of that committee at the meeting. All staff should submit written reports two days before the meeting to allow time for distribution.
8. **Executive Session** – the Board of Supervisors may hold an executive session, which is not open to the public, before, during, at the conclusion of the meeting, or at some other time. The presiding officer shall announce the purpose of the executive session. The announcement can be made at the public meeting prior to or after the executive session.

The Board of Supervisors may hold an executive session for discussion on any purpose(s) permitted under Section 8 of the PA Sunshine Act, Act No. 1986-84, as amended, and in accordance with the procedures as set forth therein. Official actions based on discussions held in executive sessions shall be taken at a public meeting.

9. **Special Meetings** – special meetings may be called as specified under the Second Class Township Code and other applicable laws. The Chairman of the Board of Supervisors may call a special meeting at any time. Upon the Chairman's failure or refusal to call a special meeting when requested, such meeting may be called at any time by a majority vote of the Supervisors.

The order of business shall be as follows unless altered by the Chairman or a majority vote of the Supervisors present and voting:

Call to order
Roll call
Reading of notice of meeting
Transaction of business for which the meeting was called
Transaction of other business (if advertised as such)
Adjournment

10. **Request for Records** – citizens may request public records through the Township Secretary, at a cost of \$.25 per copy. If records are not immediately available, a research fee of \$25 per hour (minimum charge of one hour), will be charged. All requests for public records shall be made through a completed Right-To-Know form and presented to the Township Secretary. Every effort will be made to comply with the requirements in the law and the documents produced as quickly as possible.
11. **“Roberts Rules of Order”** – unless otherwise required, all proceedings will be governed by “Roberts Rules of Order, Newly Revised”.

Duly adopted this 27th day of March, 2008.

WITNESS:

SOUTH MIDDLETON TOWNSHIP
BOARD OF SUPERVISORS:

Sandra Quickel, Secretary

Walter G. Reighard, Chairman

Bryan A. Gembusia, Vice Chairman

Ronald L. Reeder, Member

James N. Baker, Member

Thomas E. Faley, Member

(Revised 03/27/08)