

MOUNT PLEASANT TOWNSHIP

RESOLUTION # 2014 – R

A RESOLUTION OF MOUNT PLEASANT TOWNSHIP, WASHINGTON COUNTY, PENNSYLVANIA, ADOPTING MEETING RULES, INCLUDING RULES OF ORDER, RULES OF CONDUCT, AND REGULATIONS FOR THE MEETING MINUTES AND AGENDA OF ITS PUBLIC MEETINGS, AS MAY BE AMENDED BY THE TOWNSHIP FROM TIME TO TIME.

WHEREAS, the Township Board of Supervisors desires to adopt rules of conduct for its public meetings; and

WHEREAS, the Township Board of Supervisors has agreed upon modified rules of order patterned after certain of Roberts Rules of Order, 11th Edition (2011), and

WHEREAS, the Township Board of Supervisors desires to publish rules and regulations for the production of meeting minutes and the agenda; and

WHEREAS, the Township Board of Supervisors by this resolution desires to generate and publish rules and procedures to facilitate the orderly presentation of business within the Township.

NOW THEREFORE BE IT RESOLVED the Township Board of Supervisors of Mount Pleasant, incorporates the above recitals into this resolution, approving, by adoption of and for the reasons stated in the Resolution, as follows:

ARTICLE I. RULES OF ORDER

Section 1. The Township Board of Supervisors adopts the Rules of Order attached as Exhibit “A,” incorporated herein by reference, to apply to the conduct of all open meetings of the Township.

Section 2. Nothing in this Resolution or its attachments is intended to conflict with the Pennsylvania Sunshine Act.

Section 3. The Rules of Order may be amended from time to time by a vote of the Board of Supervisors.

ARTICLE II. RULES OF CONDUCT

Section 1. The Township holds its regular business meetings on the fourth Wednesday of each month, or as properly advertised in accordance with the Second Class Township Code (“the Code”), during which all discussion, deliberation and official action will be taken as deemed

necessary for the Board of Supervisors to conduct the business of the Township (“Business Meeting”).

Section 2. The Township Board of Supervisors may hold special meetings in accordance with the requirements of the Code (“Special Meeting”).

Section 3. The Township Board of Supervisors will entertain public participation at all open meetings as follows:

- a. All persons making public comment at any open meeting must identify their first and last name prior to making their comment.
- b. Public comment will be scheduled at the beginning of each open meeting to permit comment on matters of concern, official action or deliberation that are before the Board of Supervisors. Business Meetings will have one opportunity for public participation at the beginning of the meeting. At Special Meetings the Chairman of the Board of Supervisors may, at his or her discretion, permit additional public comment at the end of a Special Meeting.
- c. Public comment shall be limited to three (3) minutes for each member of the public who speaks.
- d. Persons who are unruly, rude, belligerent, or who are simply repeating prior comments may be asked to discontinue their comment before the end of the three minutes, or if the unruly, rude or belligerent behavior persists, may be asked to leave the meeting.

Section 4. Nothing in this Resolution is meant to restrict or diminish the power vested in the Board by the Code or Sunshine Act to hold and conduct public meetings.

ARTICLE III. MINUTES AND AGENDA

Section 1. Township Board of Supervisors will record minutes of all open meetings in accordance with Section 706 of the Pennsylvania Sunshine Act. The written minutes shall include the following:

- a. The date, time and place of the meeting;
- b. The names of all members present;

- c. The substance of all official actions and a record by individual member of the roll call votes taken. For the purpose of this section “substance” means the essence and the elements of the official action that indicate its importance.
- d. The names of all citizens who appeared officially and the subject of their testimony.

Section 2. The Township Manager is responsible for preparing the agenda for the monthly Business Meeting, which shall be available by the end of the business day on Friday preceding the monthly Business Meeting. The items on the agenda are determined by the Township’s operational and business needs. Township Supervisors may suggest agenda items at any public meeting. Only persons having official business with the Township may be listed as an agenda item and invited to a public meeting by the Township Manager or the Chairman to present official business. For the purpose of this Resolution, persons having official business with the Township, include but are not limited to: (1) Township department heads; (2) entities or representatives of entities that perform work for or provide services to the Township (e.g. auditors, banks, lawyers, engineers and other vendors or consultants); (3) governmental or regulatory agencies; (4) organizations or representatives of organizations to whom the Township provides funding or facilities (e.g. library, municipal Authority, fire department).

This Resolution adopting “Mount Pleasant Meeting Rules” was enacted by the Township Board of Supervisors this the 27th day of August 2014, a quorum being present and the majority of the quorum of the Board voting in favor thereof.

ATTEST:

TOWNSHIP OF MOUNT PLEASANT

 Mary Ann Stevenson
 Township Manager/Secretary

BY: _____
 Bryan Smith, Chairman
 Mount Pleasant Township