

**TOWNSHIP OF LOWER MOUNT BETHEL
NORTHAMPTON COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2012- 03

(Duly Adopted March 5th, 2012)

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
LOWER MOUNT BETHEL TOWNSHIP, NORTHAMPTON
COUNTY, ESTABLISHING RULES AND REGULATIONS
FOR THE CONDUCT OF PUBLIC MEETINGS PURSUANT
TO THE SUNSHINE ACT.**

WHEREAS, the Lower Mount Bethel Township Board of Supervisors holds public meetings to conduct the business of the Township; and

WHEREAS, the Board of Supervisors wishes to ensure that the conduct of its meetings complies with the Sunshine Act; and

WHEREAS, the Board of Supervisors wants to provide a reasonable opportunity at each meeting for residents and/or taxpayers of Lower Mount Bethel Township to comment on matters of individual or Township concern and proposed official actions of the Board of Supervisors which may be before the Board; and

WHEREAS, the Board of Supervisors has determined that in order to conduct public meetings in an orderly manner and to provide for full public participation in such meetings, it is necessary to establish rules and regulations so as to conduct the Township's business within a reasonable period of time and in an orderly manner at each meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Lower Mount Bethel Township Board of Supervisors hereby adopts the following rules and regulations for its public meetings.

1. An agenda shall be prepared in advance of all public meetings. The Board will endeavor to have each meeting's agenda posted on the Township's website before the scheduled public meeting whenever practicable. The Board, in its discretion, may amend or revise the agenda, as needed.
2. All appointments or requests to be placed on the agenda shall be made one (1) week before the scheduled public meeting. No appointments or individuals shall be placed on the agenda outside of this time period without specific direction from the Chairperson of the Board of Supervisors. Requests to be added to the agenda shall be submitted to the Township office in writing giving specifics of the matter to be discussed and what, if any, action is being requested for consideration by the Board of

Supervisors. All pertinent materials to be disseminated to the Board of Supervisors for consideration in the decision-making process shall be submitted with the request.

3. Courtesy of the Floor – At the beginning of the agenda for each public meeting, time shall be set aside for residents and/or taxpayers of the Township to comment on matters of general or individual concern in the Township and not on the public agenda. Unless otherwise permitted by the Board, residents shall limit their comments to no more than three (3) minutes. A person cannot give their allocated time to another person in order to extend the amount of time the other individual can speak.
4. Public Comment on Agenda Items – Unless otherwise permitted by the Board, in addition to the Courtesy of the Floor period, the Board will take public comment during the meeting only on those items outlined on the agenda. For agenda items requiring official action, the Board will take public comment prior to taking a vote. The Sunshine Act defines official action as “recommendations made by an agency pursuant to statute, ordinance or executive order, the establishment of policy by an agency; decisions on agency business; or vote on any motion, proposal, resolution, rule regulation or ordinance or report.” As with Courtesy of the Floor, residents shall limit their comments on agenda items to no more than three (3) minutes. A person cannot give their allocated time to another person in order to extend the amount of time the other individual can speak.
5. Code of Conduct for Public Comment:
 - a. Residents and/or taxpayers of the Township shall comment only after being recognized by the Chairperson conducting the meeting.
 - b. Residents and/or taxpayers of the Township shall announce their name and address prior to addressing the Board of Supervisors.
 - c. The Chairperson may rule out of order scandalous, disruptive, impertinent and redundant comments, and/or comments designed to disrupt the proceedings of the meeting.
 - d. Public comments shall not contain personal attacks and shall not consist of or become arguments between residents, between residents and Township employees or consultants, or between residents and members of the Board.
6. Anyone wishing to use audio, video, or stenographic recorders to record a meeting shall announce their intention to do so during the Courtesy of the Floor part of the meeting and shall do so in a manner which will not interfere in any way with the activities of the Board of Supervisors or the ability of the general public to observe and participate in the public meeting. The Board of Supervisors reserves the right to designate a specific area for the use of any such recording equipment. Those

individuals wishing to record the meetings are encouraged to coordinate their proposed activities in advance of the meeting.

7. In the event that there is insufficient time for public comment, the Board of Supervisors, in its discretion, may continue the public comment to its next regular meeting or to a special meeting occurring in advance of the next regular meeting.
8. When a group of persons wishes to address the Board on the same subject matter, the Board may request that a spokesperson be chosen by the group to address the Board so as to avoid unnecessary repetition. If the group agrees, the spokesperson shall be given a total of three (3) minutes to convey the sentiments of the group. A person cannot give their allocated time to another person in order to extend the amount of time the other individual can speak.
9. The Board will endeavor to have the minutes from each meeting posted on the Township's website after the meeting at which such minutes are approved.

DULY ADOPTED, this 5th day of March, 2012 by a majority of the Board of Supervisors of the Township of Lower Mount Bethel, Northampton County, Pennsylvania, at a duly advertised meeting of the Board of Supervisors at which a quorum was present. As part of this Resolution, the Board of Supervisors has directed that the Chair, or Vice-Chair in the absence of the Chair, execute this Resolution on behalf of the Board.

Lower Mount Bethel Township
Board of Supervisors

By: *Susan Disidore*
Susan Disidore, Chairperson

ATTEST:

Lori A. Stauffer
Lori A. Stauffer
Township Secretary

(seal)