

RESOLUTION NO. 12-2013

**MANOR TOWNSHIP
LANCASTER COUNTY
PENNSYLVANIA**

**A RESOLUTION ESTABLISHING POLICY FOR
PARTICIPATION AND CONDUCT IN ALL
MANOR TOWNSHIP PUBLIC BOARD
MEETINGS**

WHEREAS, the Pennsylvania Sunshine Act of the Commonwealth of Pennsylvania Section 710 allows Manor Township to adopt official rules and regulations necessary for the conduct of its meetings and the maintenance of order; and

WHEREAS, Manor Township encourages and values the importance of public participation in their meetings; and

WHEREAS, Manor Township recognizes its responsibility for proper governance and the need to conduct its business in an orderly and efficient manner;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be provided for residents or taxpayers of the township.
- B. Public participation shall be permitted as indicated on the order of business and at the discretion of the presiding officer.
- C. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- D. Those wishing to address the Board must sign in prior to the start of the meeting.
- E. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- F. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer.
- G. No participant may speak more than once on the same topic.

- H. To ensure that all interested parties have an opportunity to speak, persons shall be brief and limit comments to one topic.
- I. All statements shall be directed to the Board; no person may address or question Board members individually.
- J. Common courtesy and respect is expected towards the Board while making public comment. The use of profanity, loud, threatening or condescending comment towards the Board or other township employees will be cause for removal from the meeting.
- K. Outbursts such as clapping, cheering, booing or interjecting comments from those in attendance is not acceptable and if repeated will be a cause for removal from the meeting.
- L. No placards or banners will be permitted within the meeting room.
- M. The Board will not respond to comments made during the public participation periods. This should not be interpreted to mean that members of the Board agree or disagree with anything said.
- N. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 5. waive these rules.

RESOLVED this 1st day of July, 2013.

MANOR TOWNSHIP

John D. Wenzel, Jr

John S. May

Brandon C. Clark

Jay C. Breneman

L. Allen Kreider

ATTEST:

I hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted at a meeting of the Manor Township Supervisors held on the 1st of July, 2013.

Barry L. Smith