

RESOLUTION NO. 2020-3R

A RESOLUTION OF THE TOWNSHIP OF SMITH, WASHINGTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, PROVIDING PROCENDURES ON HOW THE TOWNSHIP CONDUCTS THE SUPERVISORS MEETINGS

Public Meeting Procedure

- ❖ A Copy of the agenda will be available by the sign in sheet.
- ❖ This resolution shall be applicable to the regular meeting conducted by the Board of Supervisors of Smith Township. The term “meeting” is defined as “any prearranged gathering of an agency held for the purpose of deliberating agency business or taking official action.

BE IT RESOLVED that all regular meetings of Smith Township Board of Supervisors shall be conducted as follows:

Call to Order, Pledge of Allegiance
Approval of Minutes
Revenues, Expenditures & Bank Balances
Zoning Officers, Police, Supervisors, Engineers, & Solicitors Report
Citizen’s Comments
Meeting Adjourned

BE IT FUTHER RESOLVED all behavior during the public or special meeting and hearings shall be governed by the following Rules and Regulations:

1. Smoking, eating and drinking of alcoholic beverages is strictly prohibited.
2. Those in attendance must remain seated during the meeting, unless called upon to speak upon the **subject on the agenda only**.
3. The meeting chairperson shall preside over all public comment periods and shall allow public comment at regular or special meeting of the Township Board of Supervisors in accordance with the following Rules & Regulations for the maintenance of proper order and decorum:
 - A. The chairperson shall recognize all individuals wishing to offer public comment. No one shall speak without first been recognized by the chairperson. No public comment shall be shouted or uttered from the audience.

No person shall speak while business is being conducted or while others are speaking. And, no person shall be recognized for public comment **more than once** during any public comment period.

- B. All speakers who have been recognized by the chairperson for public comment shall identify themselves by name and address before speaking.
- C. All persons wishing to offer public comment must first register by signing their name on a sign in sheet provided by the township. Each person wishing to speak shall have one (1) opportunity to speak for a **period not to exceed three (3) minutes**. Comments that do not relate to matters on the established agenda shall be prohibited.
- D. Good manners shall at all times prevail. Comments shall be presented with respect and courtesy to the Board of Supervisors and the public.
- F. The chairperson shall rule out of order any person who violates the rules for providing public comment. Persons ruled out of order will be deemed to have disrupted the public meeting and may be asked to leave the meeting. Persons refusing to leave the meeting will be escorted out of the building.

BE IT RESOLVED AND ADOPTED THIS 6TH DAY OF JANUARY, 2020.

SMITH TOWNSHIP SUPERVISORS:

Chairman

Vice Chairman

Secretary