

MILLCREEK TOWNSHIP
LEBANON COUNTY, PENNSYLVANIA

RESOLUTION NO. 050819

ADOPTING RULES AND REGULATIONS FOR THE
CONDUCT OF PUBLIC MEETINGS AND THE
MAINTENANCE OF ORDER AT THOSE MEETINGS.

WHEREAS, the Sunshine Act requires that the Board of Supervisors of this township provide a reasonable opportunity at each advertised regular meeting and each advertised special meeting for residents of the township and for township taxpayers to comment on matters of concern, official action, or deliberation that are or may be before the Township Board of Supervisors prior to the board taking official action; and

WHEREAS, the Sunshine Act allows the Board of Supervisors of this township to adopt by official action rules and regulations necessary for the conduct of its meetings and the maintenance of order; and

WHEREAS, the Board of Supervisors of this township desires to adopt regulations for the conduct of its meetings and the maintenance of order at those meetings.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY
RESOLVED, as follows:

1. All regular and special meetings of the Board of Supervisors of Millcreek Township shall be conducted according to the order of business set forth on the agenda for the meeting, as prepared by the township secretary.

2. The Board of Supervisors may, from time to time, direct the publication and posting of the agenda for any regular or special meeting prior to such meeting in such manner as the Board of Supervisors may determine by official action.

3. Public comment at regular and special meetings shall be governed by the following rules and regulations:

3.1. A period of public comment shall be held at each public meeting of the Board of Supervisors of this township at the beginning of the meeting;

3.2 If during a public meeting the Board considers taking official action concerning a matter that does not appear on the agenda for that meeting, the Board shall allow public comment with respect to the matter before taking official action;

3.3 The chairperson for the Board of Supervisors shall preside over the public comment and may within his or her discretion:

- (A) Recognize persons wishing to offer comment;
- (B) Require identification of such persons;
- (C) Allocate available time among persons wishing to comment;
- (D) Rule out-of-order scandalous, impertinent, and redundant comments or any comment the discernable purpose of which is to disrupt or prevent the conduct of the business of the meeting; and

(E) Order the removal from the meeting any person who acts in any way that is determined to be scandalous, impertinent, redundant, or disruptive, and refuses to come into order after being requested to come into order.

4. The time allocated for the public comment period at each meeting shall be within the discretion of the chairperson of the Board of Supervisors.

5. If there is not enough time for public comment at a meeting, the Board of Supervisors, at its discretion, may defer the public comment period to a meeting held before the next regular or special meeting or until the next regular or special meeting of the board.

6. The use of audio recording devices, video cameras, and video cameras with audio recording shall be permitted at public meetings under the following guidelines:

6.1 The use of any recording device shall occur in a manner that shall not interrupt nor interfere with the conduct of business by the Board of Supervisors;

6.2 All audio recording devices shall be used at the person's seat in the audience or in the back of the room, and no such recording device shall be placed on the table where the supervisors are seated;

6.3 At the commencement of any meeting, any person wishing to record the meeting by audio or video device shall announce to the Board of Supervisors and to the members of the public in attendance that he or she intends to record the meeting;

6.4 The use of any recording device shall be accomplished in such a manner so that use does not interfere with any other member of the public's ability to fully participate in the meeting or distract such member from the meeting;

6.5 The use of any video recording equipment shall occur from the back of the room and shall not be located in front of other members of the public in a way that interferes with the view of other members of the public; and

6.6 Persons using audio and/or video recording devices are solely responsible for complying with all applicable State, Federal and local laws and are solely responsible for any loss, destruction, or theft of any of their recording equipment or video equipment.

ADOPTED this 8th day of May, 2019.

MILLCREEK TOWNSHIP
LEBANON COUNTY
BOARD OF SUPERVISORS

ATTEST:

Rorie J. Kupp (SEAL)
Secretary

Donald R. Lutz
Chairman

Don K. Hogel
Member

CJ Ward
Member