

TOWNSHIP OF MARTIC

Lancaster County, Pennsylvania

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RESOLUTION NO. 10-06-1A A

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A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF MARTIC, LANCASTER COUNTY, PENNSYLVANIA, ESTABLISHING RULES AND REGULATIONS FOR THE CONDUCT OF PUBLIC MEETINGS.

WHEREAS, the Sunshine Act, as amended, requires that a reasonable period of time be provided at each regular and special meeting of the Board of Supervisors for taxpayers and residents to address the Board of Supervisors on matters of concern, official action or deliberation which are or may be before the Board prior to taking official action; and

WHEREAS, the Sunshine Act allows the Board to adopt rules and regulations necessary for the conduct of its meetings and the maintenance of order; and

WHEREAS, it is the desire of the Board of Supervisors of Martic Township to adopt, in accordance with the Sunshine Act, a written policy for the conduct of public meetings.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by Board of Supervisors of the Township of Martic, Lancaster County, Pennsylvania, as follows:

Section 1. The regular and special meetings of the Board shall be conducted according to the following order of business:

- Call to order and Pledge of Allegiance
- Minutes of previous meeting(s)
- Treasurer's report
- Public Comment
- Staff Reports, including presentation of development plans
- Old Business
- New Business
- Miscellaneous other matters
- Adjournment

The Chair of the Board of Supervisors may, in the interest of time and convenience of parties, adjust the order of business.

Section 2. Public comment at regular or special meetings of the Board of Supervisors shall be governed by the following rules and regulations:

A period of public comment shall be held at each meeting for residents and taxpayers of the Township in accordance with the following guidelines:

- (a) The Chair of the Board or the Vice Chair in the absence of the Chair or the Chair Pro Tem, if necessary, shall preside over the public comment period and may within his or her discretion:
  - (i) Require identification of such persons desiring to comment, including whether the person is a taxpayer or resident of the Township;
  - (ii) Limit the amount of time each person wishing to comment may speak on their own to five (5) minutes, which allotted time is nontransferable except as set forth herein; and
  - (iii) Rule out of order any scandalous, impertinent, redundant or argumentative comments or any other comment the discernible purpose for which is to disrupt or hinder the conduct of the business of the meeting.
- (b) The time allocated for the public comment period at each meeting shall remain at five (5) minutes for each speaker unless modified at the discretion of the Board upon good cause shown including situations in which persons desiring to speak comprise a group of three (3) or more, in which case one person shall be appointed as a spokesperson, and such spokesperson shall be allotted up to an additional five (5) minutes to offer comment.
- (c) Depending upon the number of persons desiring to and entitled by the Sunshine Act to offer public comment, the Supervisor chairing the meeting may establish a maximum total amount of time to be devoted to public comment and divide that amount of time by the number of such persons.
- (d) In the event that there is insufficient time for public comment at a meeting, the Board of Supervisors, at its discretion, may defer the public comment period to the next regular or special meeting.

Section 3. The use of audio recording devices, video cameras, and video cameras with audio recording shall be permitted at public meetings of the Township under the following guidelines:

- (a) The use of any recording device shall occur in a manner which shall not interrupt or interfere with the conduct of business by the Board.
- (b) Recording devices shall be used from the person's seat in the audience or from the back of the room. In no event shall such recording devices be placed upon the Board's table.
- (c) At the commencement of any meeting, any person wishing to record the meeting shall announce to the Board and to the members of the public in attendance that they intend to record the meeting.
- (d) Use of any recording devices shall be accomplished in such a manner as to not interfere with the ability of any other members of the public to fully participate in the meeting.
- (e) Use of video equipment shall occur from the back or side of the room and shall not be located in front of other members of the public or in a manner which interferes with the view of other members of the public.
- (f) Persons using audio and/or video recording devices are solely responsible for complying with all applicable local, state, and federal laws and are solely responsible for any loss, destruction or theft of their recording equipment and/or video equipment.

Section 4. As part of the official record (minutes), all citizens, taxpayers, and attendees are requested to print their name and address on an official "sign in sheet" that is provided prior to each meeting. At the discretion of the Chair of the Board or other person presiding over the meeting, those persons who have failed or refused to sign in may be passed over during the public comment period of the meeting proceedings and requested to comply with this policy regulation. It will be made clear in those instances that the individual has waived his or her right to address the Board by failure to comply with the Township's request.

Section 5. The Board reserves the right by official action at any regular or special meeting to modify these rules and regulations to the extent deemed necessary by the Board.

Section 6. Any prior resolutions and parts of resolutions are repealed insofar as they are inconsistent with this Resolution.

Section 7. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or parts of this Resolution, it being the intent of the Board of Supervisors that the remainder of the Resolution shall be and shall remain in full force and effect.

Section 8. This Resolution shall take effect and be in force immediately.

DULY ADOPTED this 6<sup>th</sup> day of Oct., 2014, by the Board of Supervisors of the Township of Martic, Lancaster County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF MARTIC  
Lancaster County, Pennsylvania

Attest: Karen D Sellers  
Secretary

By: R. Sell  
(Vice) Chair  
Board of Supervisors

[TOWNSHIP SEAL]