

TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

TOWNSHIP OF ABINGTON MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 18-010

A RESOLUTION SETTING FORTH AGENDA POLICY AND PROCEDURES FOR MEETINGS OF THE BOARD OF COMMISSIONERS AND IT'S COMMITTEES

I. Purpose

Meetings of the Township of Abington Board of Commissioners shall promote positive discussion, collaboration and assure members the opportunity to serve the people of Abington Township. The Commission President shall be responsible for conducting the meetings of the Township of Abington Board of Commissioners with decorum and sound parliamentary rules of order. It shall be the practice of the Commission to abide by this policy, and adhere to Sunshine Act, 65 Pa. C.S. §§ 701 et seq. As amended by Act of June 30, 2011, No. 56, and as may be amended from time to time by the Commonwealth of Pennsylvania General Assembly; more commonly known as the Sunshine Act. Nothing written herein shall conflict with the Sunshine Act.

II. Rules of Order

- a. Except as otherwise required by law or Township code, all proceedings shall be governed by these rules of order. The Township Solicitor shall render opinions as to procedure or matters not contained in these rules of order.
- b. The Board of Commissioners shall *generally follow* but not be governed by (*emphasis added*) the Rules of Order established by the latest version of Roberts Rules of Order.
- c. The Presiding Officer shall have the authority to exercise discretion on the conduct of the meeting and the rules and procedures, provided that no such change violates the Sunshine Act or other Laws of the Commonwealth.
- d. In a roll call vote, the order will be at the discretion of the Presiding Officer.

III. Agenda

a. Preparation

- i. The Township Manager shall prepare the Board of Commissioners and the Board of Commissioners Committee agenda(s) in advance, and finalize the agenda(s). The Township Manager shall finalize the agenda with the advice of the President of the Board of Commissioners, and in preparation of the Board of Commissioner Committee meetings, the Township Manager shall finalize the agenda with the advice of the Chair of the respective Committee.
- ii. The Township Manager shall prepare the agenda for all meeting(s) based upon the agenda items meeting the following criteria:



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1. Deliberation(s) or Action(s) acted upon by a duly authorized Board Committee, or action required by the Township Manager in the conduct of the day to day policy and departmental business of the Township;
 - a. Action items passed by a majority on a motion as introduced by a Board Member at a duly advertised public Board of Commissioner's committee meeting;
 2. Action items that have been reported out by a majority vote of the committee for action by the full Board of Commissioners, and;
 3. All items on the agenda shall be accompanied by supporting documentation. The agenda and supporting information or executive summary shall, whenever possible, be made available to each member of the Commission on or before 6:00 p.m., seven calendar days preceding a regularly scheduled Board of Commissioners meeting, or at least 24 hours in advance of any special meeting.
- b. Additions or deletions to the Agenda by Board Members
- i. Once an agenda is finalized by the Township Manager in accordance with this policy, items may only be added or deleted to the agenda at the start of a duly advertised public meeting by a majority vote of the Board of Commissioners or the respective Board Committee. Items added are to be limited to emergencies, herein defined as affecting the public safety, or time-sensitive items of a major significance affecting Township operations.
- c. Distribution and Public Notice
1. The Township Manager, or his designee, shall distribute the draft tentative public agenda to the respective Board or Board Committee by 6:00pm, seven calendar days immediately prior to the regularly scheduled public committee or Board of Commissioner meeting date. Copies of the agenda will be duly posted electronically as appropriate and in accordance with legal public notice requirements, and at those locations that the Board of Commissioners may from time to time require. The final agenda set by the Township Manager, shall be distributed to the appropriate Board or Committee members, no later than 6:00pm seven calendar days preceding a regularly scheduled Board of Commissioners meeting, or at least 24 hours in advance of any special meeting.

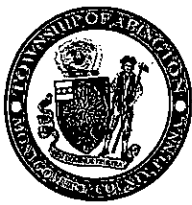


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d. Order of Business for All Public Meetings

- i. A quorum of the Board Members present at the hour called to order by the Board President or the Board Committee Chair, whichever the case shall be, shall convene the meeting and proceed to business.
- ii. Should a quorum be assembled at the hour appointed, and the President or Chair be absent, the Vice-President or Vice Chair shall serve during the meeting, or until the Chair shall appear. In the event that the President or Chair and the Vice-President or Vice-Chair is not present, the Senior Member shall conduct the meeting until the President or Vice- President arrives. The appropriate Member as described above conducting the meeting, shall be the Presiding Officer for the meeting.
- iii. If a quorum is not present at the time a meeting is scheduled to begin, the meeting shall not be called to order until a quorum is present.
- iv. Public Comment at Committee meetings will be after a matter has been moved and seconded and upon call of the Chair for public comment.
- v. The order by which Township business shall be conducted at duly advertised regular Board of Commissioner Committee meetings is:
 1. Call to Order
 2. Consider approval of Minutes
 3. Presentations
 4. Unfinished Business
 5. New Business
 6. Adjournment
- vi. The order by which Township business shall be conducted at duly advertised regular public Board of Commissioners meetings is:
 1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Presentations
 5. Public Comment on Agenda Items only
 6. Consent Agenda:
 - i. Consent Agenda Items of business and matters listed under the Consent Agenda are considered to be routine or non-controversial and will be enacted by one motion and one vote. There will be no separate discussion of these items. If Board of Commission Members desires discussion, that item is to be



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identified by the Commission member and will be removed from the Consent Agenda, and will be considered separately at the appropriate place on the Agenda.

7. Unfinished Business
8. New Business
9. Public Comment on Non-Agenda Items Only
10. Adjournment

e. **Public Participation**

The Township shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law.

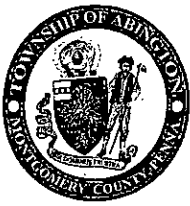
Each commenter shall:

- Direct their comments to the Presiding Officer;
- Speak from the podium or into a microphone designated by the presiding officer;
- State their name for the record;
- Either orally or in writing provide their address for the record;
- Have a maximum of three minutes to make their comments. Each commenter when speaking to a specific agenda item, is to keep their comments relative to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Township of Abington, Montgomery County, Pennsylvania.
- State a question to the Presiding Officer after all commenters have spoken, and;
- Be seated after speaking or upon the request of the presiding officer;
- Not engage in debate, dialogue or discussion;
- Not disrupt the public meeting, and;
- Exercise restraint and sound judgement in avoiding the use of profane language, and the maligning of others.

f. **Minutes**

i. **Preservation of Records**

1. The Township Board of Commissioners may appoint a Recording Secretary to serve as minute-taker at the public meetings of the Township Board of Commissioners and its Board Committees.



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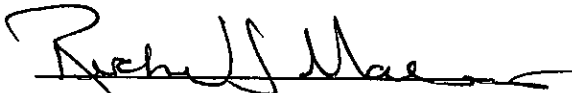
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- ii. Minutes shall show:
1. Date, place, and time of meeting
 2. A list of all Board of Commissioner members present, ensuring that member late arrivals are recognized and not penalized should they not miss a vote.
 3. The accurate wording of motions.
 4. The *general substance* of all official actions
 5. The name of the member who moved for the adoption of a motion, and the name of the member who seconded the motion.
 6. A record of all negative votes as well as any defeated motions
 7. A *general record* of all public comments
 8. The hour of adjournment
- iii. Audio and Video Recordings: The written minutes of the Board of Commissioners meetings shall be the sole official record of public meetings. Audio or video recordings of the meetings of the Board of Commissioners *may* be produced to assist the Recording Secretary in the compilation of minutes.
1. Audio or video recordings of the Board of Commissioner meetings, if any are made, may be discarded after the Board of Commissioners approves that meeting's minutes.

Adopted and affirmed by the Board of Commissioners January 11, 2018.

Attest:

TOWNSHIP OF ABINGTON


Richard J. Manfredi, Secretary

By:


Wayne C. Luker, President
Board of Commissioners