

**TOWNSHIP OF PENN
RESOLUTION NO. 68/2013**

**A RESOLUTION TO ESTABLISH GUIDELINES AND
PROCEDURES FOR PUBLIC COMMENT DURING MEETINGS
OF THE PENN TOWNSHIP BOARD OF COMMISSIONERS**

WHEREAS, the Pennsylvania Legislature has enacted the Sunshine Act which includes, among other priorities, the right for the public to participate and present comments during each advertised regular meeting and each advertised special meeting of the Board of Commissioners; and

WHEREAS, the Sunshine Act also contemplates that the governing body of any municipality may adopt such rules and regulations necessary for the conduct of meetings and the maintenance of order; and

WHEREAS, the Penn Township Board of Commissioners does wish to generally afford all residents the right, ability, and reasonable time to present comment upon issues of current concern to the Board; and

WHEREAS, the Board of Commissioners of Penn Township believes that the conduct of meetings, maintenance of order, and provision of adequate time for public comment upon current affairs precludes as unnecessary both continuing comment on matters which have been resolved, as well as matters which are not yet ripe before the Board; and

WHEREAS, the Board of Commissioners of Penn Township does now wish to establish as additional rules and regulations for the conduct of meetings and maintenance of order the following:

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by the Board of Commissioners of the Township of Penn as follows:

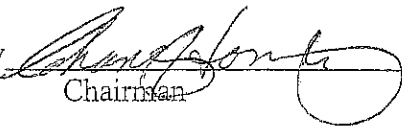
1. All residents and taxpayers of the Township of Penn shall be afforded an opportunity at the beginning of each advertised regular or special meeting of the Board of Commissioners to present comments to the Board on matters of concern, official action or deliberation which are or may be before the Board.
2. All residents and taxpayers wishing to speak during the public comment period shall, prior to the commencement of the meeting, sign in on a sign-in sheet provided by the Township and shall provide their name and address.
3. All those individuals who have signed in prior to the public meeting shall be first recognized and then any individuals who have not signed in shall be provided an opportunity to make a public comment. During said public comment, the resident or taxpayer shall identify themselves by name and address before speaking.
4. The public comment period at each public meeting shall be no more than forty-five (45) minutes.
5. To the extent reasonable and proper under the circumstances, each individual shall be afforded not more than three (3) minutes for the presentation of said comments.
6. The Chairman of the Board shall preside over the public comment period and may, within his discretion, rule out scandalous, impertinent and redundant comments or any comment that the discernable purpose for which is to disrupt or prevent the conduct of the business of the meeting.
7. Public comment will generally be limited to those matters pending before the Board of Commissioners at any given meeting, as well as items of concern which need to be brought before the Board for future consideration, and no individual shall be permitted to utilize the time for public comment to continue to raise matters which have been resolved and disposed of by prior action of the Board.
8. In the event that the Board of Commissioners determines that public interest on a particular issue is of such magnitude that to allow continued comment on such matter during a regular business meeting of the Board will impede and interfere with the ability of the Board to conduct and complete general business within a reasonable time, the Board may defer comment on issues to the end of the meeting or to its next regular meeting or to a special meeting occurring in advance of the next regular meeting for the sole purpose of receiving such comments.
9. Nothing set forth herein shall contradict or contravene any of the provisions of the Sunshine Act as not enacted and as may hereafter be reenacted or interpreted by the Courts of the Commonwealth of Pennsylvania.
10. Nothing herein shall preclude any individual from presenting comments on matters of concern, official action or deliberation, whether current or otherwise, in

the form of written communications directed to the secretary/treasurer to the Penn Township Board of Commissioners, with such communications to then be provided to all members of the Board of Commissioners and made a part of the record of the Board.

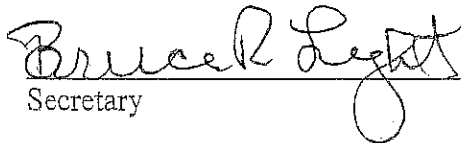
All previous Resolutions establishing procedures for public comment are hereby rescinded.

RESOLVED this 18 day of NOV, 2013.

TOWNSHIP OF PENN

By 
Chairman

ATTEST: (SEAL)


Secretary