

**SKIPPACK TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA
RESOLUTION 2005-14**

A RESOLUTION ESTABLISHING ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY FOR ALL SKIPPACK TOWNSHIP PUBLIC MEETINGS.

BE IT RESOLVED, that all regular and special meetings of Skippack Township shall be conducted according to the following order of business:

- Call to Order
- Pledge of Allegiance
- Public Comment
- Minutes of the Previous Meeting
- Correspondence
- Administrative Actions
- Staff Reports
- Old Business
- New Business
- Adjournment

BE IT FURTHER RESOLVED, that 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 a manner as the Board may determine by resolution.

BE IT FURTHER RESOLVED, that citizen placement on the meeting agenda requires a written request, detailing the subject matter, submitted to the Township Manager seven (7) days preceding the public meeting. Such placement on the agenda shall be at the discretion of the Township Manager.

BE IT FURTHER RESOLVED, that recording devices may be used to record all proceedings provided that video devices, handheld only, are located in the rear of the room behind all seating and not in the path of egress.

BE IT FURTHER RESOLVED, that public comment at regular or special meetings shall be governed by the following rules:

- 1) A public comment period shall be held at the beginning of each meeting for individuals to make general comments and/or specific comments for all items listed on the meeting agenda.
- 2) For items of official action not listed on the meeting agenda, individuals may offer public comment before such action is taken; individuals must make the Chairperson aware of their desire to offer such comment.
- 3) The Chairperson of the Board shall preside over the public comment period and may within their discretion:
 - a) Recognize individuals wishing to offer comment.
 - b) Require name and street address identification of such persons.
 - c) Allocate available time among individuals wishing to comment.
 - d) Rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or to prevent the conduct of the business of the meeting including the questioning of, or debating with, individual members of the Board.
- 4) The maximum time allocated for an individual to offer public comment at each meeting shall be five (5) minutes.
- 5) The Township Manager shall time comments and shall announce, "one minute remaining" and "time expired" to the Chairperson.
- 6) If there is not enough time for public comment at a meeting, the Board, 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.

**RESOLVED ON THIS 12TH DAY OF JANUARY 2005.
SKIPPACK TOWNSHIP BOARD OF SUPERVISORS.
SIGNED RESOLUTION ON FILE AT THE TOWNSHIP OFFICE.**