

LOWER SAUCON TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA

RESOLUTION #31-2022

**A RESOLUTION OF THE COUNCIL OF LOWER SAUCON TOWNSHIP
ADOPTING AN AGENDA POLICY AND CODE OF CONDUCT
FOR TOWNSHIP COUNCIL MEETINGS**

WHEREAS, Lower Saucon Township is a Township of the Second Class, Optional Plan of Government, located in Northampton County, Pennsylvania, and is governed by an elected Council; and

WHEREAS, the Pennsylvania Home Rule Charter and Optional Plans Law, the Second Class Township Code, and the Lower Saucon Township Administrative Code all authorize the Council of Lower Saucon Township to promulgate rules and regulations for its Council meetings.

WHEREAS, the Lower Saucon Township Council is authorized to establish a level of civility and promote an atmosphere of reasoned expression of ideas in promulgating rules and regulations for its Council meetings.

WHEREAS, the Council recognizes public comment is intended to afford citizens an opportunity to bring important matters to the attention of Lower Saucon Township Council.

WHEREAS, the Council is strong advocate of free speech and wishes to promote an atmosphere of reasoned expression of ideas.

NOW, THEREFORE, BE IT RESOLVED that the Council of Lower Saucon Township establish the following rules and regulations regarding the Agenda for public meetings, and public comment and conduct during such public meetings:

AGENDA

1. All regular and special meetings of the Lower Saucon Township Council shall be conducted according to the following order of business:
 - I. Opening
 - A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance to the Flag
 - D. Announcement of any Executive Session (if applicable)
 - E. Public Comment Procedure
 - II. Public Comment – Agenda Items – Residents/Taxpayers Only
 - III. Presentations/Hearings
 - IV. Developer Items

- V. Township Business Items
- VI. Miscellaneous Business Items
- VII. Council & Staff Reports
- VIII. Public Comment – Non-Agenda Items – Residents/Taxpayers Only
- IX. Adjournment

2. The Township Manager, in accordance with the Code of Lower Saucon Township, shall prepare a printed agenda for each meeting of the Council and provide the same for public review at least 3 days prior to the commencement of each such meeting. The Agenda, and any non-confidential accompanying materials, shall be posted on the Township Website. The Agenda, without materials, shall be posted at the Township Building, and copies shall be available at the meeting.
3. Any Councilperson who wishes to have an item listed on an Agenda shall present a written request to the Township Manager, with sufficient detail to describe the item, at least 7 calendar days prior to the date of the meeting. The written request shall be accompanied by the assent of one other Councilperson to the request. This process shall not apply to Emergency or Special meeting of the Township Council.

PUBLIC COMMENT AND PARTICIPATION

1. Public participation, including public comment relating to Agenda items, shall occur at the beginning of the meeting, and shall be listed on the Agenda as Public Comment – Agenda Items – Residents/Taxpayers Only.
2. Public participation, including public comment, will not be allowed after the commencement of the Council's business meeting or during any other Agenda item.
3. Public participation, including public comment, shall be within the discretion and under the direction and control of the Council President (or acting Council President);
4. Public comment shall be made only by Lower Saucon Township residents and taxpayers.
5. Persons wishing to make comments to the Council must put their names and addresses on the sign in sheet to be used by the Council President to allocate the available time among those wishing to speak.
6. Residents and/or taxpayers of Lower Saucon Township shall announce their name and full address, including house number and street, prior to addressing Township Council.
7. Public comment may be made only by a resident or taxpayer who has been recognized by the Council President.
8. Comments about items on the agenda will be limited to no more than three minutes per person.
9. The Council President (or acting Council President) shall, in his or her sole discretion, be permitted to expand the individual comment period by no more than two minutes upon

request from the individual. Thereafter, additional time may be allowed only upon motion approved by a majority of Council.


10. Organized groups of people attending the meeting to present a common position or idea to the Council shall designate no more than two of the members to speak for the group.
11. No speaker will be allowed to surrender his/her time to any other person, or to call upon other persons for comment.
12. No resident or taxpayer shall obstruct in any way the entrances or exits to the Township Council meeting room.
13. The resident or taxpayer shall address Township Council from the lectern situated in the center of the Township Council meeting room, unless the resident or taxpayer is physically unable to do so.
14. All public comment will be addressed to the Township Council. Nothing herein shall require any Council member to answer questions or engage in debate.
15. Members of the audience may not address other members of the audience, or argue, speak or yell back and forth at or to each other.
16. To facilitate the business of the Township and to maintain order, there shall be no foul or vulgar language used or gestures made during the meeting.
17. Comments should be substantive and not include any defamatory content and/or personal attacks on the integrity of others whether or not present.
18. Letters shall not be read during public comment unless such letter can be read within the allotted three minute time limit for individual public comment. No extension shall be granted for residents or taxpayers reading a letter during public comment. Any letters cited or read may be submitted to the Township Manager.
19. Copies of any documents being reviewed or discussed during public comment shall be made available to Council.
20. At all times, each attendee at a Council Meeting shall respect the point of view of others. No comment disagreeing with another's point of view shall involve a personal attack on the character of others with a different view point.
21. Any conduct disruptive of the Township Council meeting and interfering with the business of the Township, such as talking when not recognized by the Council President (or acting Council President), talking beyond the allotted time and/or the use of a cell phone shall not be tolerated.
22. The Council President (or acting Council President) will rule out of order any speaker or comment which is defamatory, contentious, scandalous, impertinent, redundant or disruptive to the proceedings of the meeting.

23. If the conduct and order of the Township Council meeting is no longer maintained, the Council President (or acting Council President) may recess the meeting to restore order so the business of the Township may be conducted when the meeting resumes.
24. Public comment shall not contain personal attacks of any nature directed toward or against any Council person, employees of Lower Saucon Township, members of the audience or any other persons.
25. A period of Public Comment shall be placed at the end of each Agenda for comments relating to Non-Agenda items; the rules and regulations contained herein shall apply to this Public Comment Period as well.
26. The purpose of Public Comment shall be for residents or taxpayers to comment on matters of concern, official action, or deliberation which are or may be before the Council prior to official action being taken. Council will not respond to comment made during the public portion of the meeting unless it is necessary to ask a clarifying question, correct a factual error, or provide specific information. The purpose of Public Comment is not for residents or taxpayers to engage in argument or debate with members of Council, the Administration, or other residents, and the Council President shall maintain order in accordance with such purpose.

This Resolution shall repeal and replace Resolution #41-2020.


RESOLVED and ADOPTED this 3rd day of January, 2022.

Attest



Leslie Huhn
Township Secretary

Lower Saucon Township



Jason Barone
Council President