

**LOWER SAUCON TOWNSHIP**  
**NORTHAMPTON COUNTY, PENNSYLVANIA**

**RESOLUTION #64-2024**

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**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 and possible action (if applicable)
    - E. Public Comment Procedure
  - II. Presentations/Hearings
  - III. Developer Items

- IV. Township Business Items
  - V. Miscellaneous Business Items
  - VI. Council & Staff Reports
  - VII. Public Comment – Non-Agenda Items
  - VIII. Adjournment
2. The Township Manager, in consultation with the Council President (or acting Council President) and 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.

#### PUBLIC COMMENT AND PARTICIPATION

1. Public participation, including public comment, shall be within the discretion and under the direction and control of the Council President (or acting Council President).
2. Public comment relating to each Agenda item shall occur during Council's consideration of the Agenda item. Comments will be limited to no more than three minutes per person for each agenda item.
3. An additional public comment period for non-Agenda items shall occur at the end of the meeting. Comments will be limited to no more than three minutes per person for non-agenda items.
4. A person wishing to make comments to the Council must state their name, affiliation, and municipality of residence prior to addressing Council.
5. Public comment may be made only by a person who has been recognized by the Council President (or acting Council President). The commentator shall address Township Council from the lectern situated in the center of the Township Council meeting room, unless the commentator is physically unable to do so.
6. The Council President (or acting Council President) shall, in his or her sole discretion, be permitted to expand the individual comment period.
7. 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.
8. No commentator will be allowed to surrender his/her time to any other person, or to call upon other persons for comment.

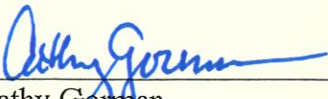
9. All public comment must be addressed to the Township Council and not to other audience members. Nothing herein shall require any Council member to answer questions or engage in debate.
10. The purpose of public comment shall be for people to comment on matters of concern, official action, or deliberation which are or may be before the Council prior to official action being taken.
11. Comments should be substantive and not include any defamatory content, foul or vulgar language or gestures and/or personal attacks on others including any Council person, employee of Lower Saucon Township, members of the audience or any other person whether or not present.
12. 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. Any letters cited or read must be submitted to the Township Manager by 12:00 p.m. the day of the meeting.
13. Copies of any documents being reviewed or discussed during public comment shall be made available to Council.
14. No person shall obstruct in any way the entrances or exits to the Township Council meeting room.
15. 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.

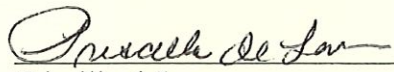
This Resolution shall repeal and replace Resolution #31-2024.

**RESOLVED and ADOPTED** this 21st day of August, 2024.

Attest

Lower Saucon Township

  
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Cathy Gorman  
Township Secretary

  
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Priscilla deLeon  
Council President