

**WILLIAMS TOWNSHIP**  
**BOARD OF SUPERVISORS**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF WILLIAMS TOWNSHIP**  
**ADOPTING RULES AND REGULATIONS NECESSARY FOR THE CONDUCT OF**  
**MEETINGS AND MAINTENANCE OF ORDER PURSUANT TO THE SUNSHINE ACT,**  
**TITLE 65 PA.C.S.A. SECTION 701 *et seq.***

**RESOLUTION 2016-09**

*WHEREAS*, the Township of Williams is a second-class township organized and operating under the laws of the Commonwealth of Pennsylvania; and

*WHEREAS*, the Board of Supervisors of the Township of Williams hold public meetings to conduct the business of the Township; and

*WHEREAS*, the Board of Supervisors are obligated to provide the residents and/or taxpayers of Williams Township a reasonable opportunity at each public meeting to comment on matters of concern, official actions or deliberation on matters which are or may be before the Board of Supervisors pursuant to the Sunshine Act, Title 65 Pa.C.S.A. §710.1; and

*WHEREAS*, the Board of Supervisors may adopt by official action rules and regulations necessary for the conduct of its meetings and the maintenance of order pursuant to the Sunshine Act, Title 65 Pa.C.S.A. §710.

*NOW THEREFORE, BE IT RESOLVED*, by the Board of Supervisors of Williams Township, Northampton County, Commonwealth of Pennsylvania, in order to conduct all public meetings in an orderly manner and to provide for public participation in such meetings, to establish public meeting rules and regulations as follows:

1. There will be placed at the end of the agenda for each public meeting a time for residents and/or taxpayers of the Township to comment on matters of concern, official actions or deliberation which are or may be before the Board of Supervisors. Such time on the agenda shall be titled "Public Comment". The following guidelines are established for this portion of the meeting:

- (a) Residents and/or taxpayers shall comment only after being recognized by the chairman conducting the meeting;
- (b) Residents and/or taxpayers of the Township shall announce their name and address prior to addressing the Board of Supervisors;
- (c) The chairman may rule out-of-order scandalous, impertinent, and redundant comments, or comments the discernible purpose or effect of which is to disrupt the proceedings of the meeting;

- (d) The chairman may allocate available time among individuals wishing to comment;
- (e) The total time allocated for the "public comment" period at each meeting shall be sixty (60) minutes and may be extended at the chair's discretion;
- (f) The time allocated for "public comment" to each resident and/or taxpayer shall be five (5) minutes and may be extended at the discretion of the chair; and
- (g) The resident and/or taxpayer shall address the Board of Supervisors from the lectern situated in the front of the room.

2. At the discretion of the chairman conducting the meeting, residents and/or taxpayers of the Township may comment on issues being discussed during the meeting other than during "Public Comment".

3. Residents and/or taxpayers may use audio or stenographic recorders to record all or any portion of the meeting. Said recorder shall be operated from the area set aside for the general public seating and may not be placed on the Board of Supervisors' table without prior consent of the chair conducting the meeting.

4. Video recorders may be used to record all or any portion of a public meeting. The operator of the recorder shall remain seated in the area set aside for the general public or stand in the rear of the room behind the general public seating area so as not to interfere in any way with the activities of the Board of Supervisors or the ability of the general public to observe the Board.

5. No resident shall obstruct in any way the entrance or exit to the public meeting room.

6. Any resident and/or taxpayer proposing to operate recording equipment at a public meeting shall make a general announcement, prior to the operation of the recording equipment, which will include the name and address of the person recording the meeting and that the meeting shall be so recorded.

7. In the event that there is insufficient time for public comment, the Board of Supervisors, at its discretion, may continue the Public Comment to its next regular meeting or to a special meeting occurring in advance of the next regular meeting.

8. The Board of Supervisors and all Township employees and consultants shall, at all times, set the model of professionalism, including but not limited to showing respect and courtesy to each other, those who come before the Board of Supervisors and to all in attendance.

9. 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.

10. Comments should be substantive and not include any defamatory content and/or personal attacks on the integrity of others whether or not they are present.

11. At all times, each attendee 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 point of view.

12. No attendee may yield their comment time to other speakers who wish to comment.

13. Unless the chair has pre-approved a public comment or verbal notice for the benefit of the community, all comments shall be directed to the Board of Supervisors and not to the audience.

14. The use of cell phones during the Board of Supervisors' meeting shall be prohibited. All cell phones shall either be turned-off or silenced while the meeting is being conducted.

15. Any conduct disruptive of the Board of Supervisors' meeting and interfering with the business of the Township, such as talking when not recognized by the chair, talking beyond the allotted time and/ or the use of a cell phone, shall not be tolerated.

16. If the conduct and order of the Board of Supervisors' meeting is no longer maintained, the chair may recess the meeting in order to calm the situation and restore order so the business of the Township may be conducted when the meeting resumes.

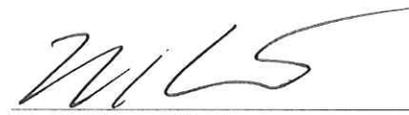
17. This Resolution shall replace Williams Township Resolution No. 2008-09.

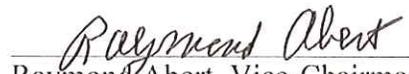
**RESOLVED, ADOPTED, AND APPROVED**, this 10th day of February 2016, at regular public meeting of the Board of Supervisors of Williams Township.

**ATTEST:**

  
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Melody Ernst, Secretary

**WILLIAMS TOWNSHIP  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
Mark Ernst, Chairman

  
\_\_\_\_\_  
Raymond Abert, Vice-Chairman

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George Washburn, Supervisor