

**UPPER PROVIDENCE TOWNSHIP  
RESOLUTION 2023-1**

**WHEREAS**, the Upper Providence Township Council (“**Council**”) desires to establish rules and procedures for the conduct of its meetings and to promote effective and efficient government; and

**WHEREAS**, the Council desires to encourage meaningful and orderly citizen input into the deliberative process of Council; and

**WHEREAS**, the Council desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion thereof; and

**WHEREAS**, the Council deems the following rules and procedures to further the goals of Council.

**NOW, THEREFORE, BE IT RESOLVED** that the order of business of regular public meetings will generally be as follows:

1. Call to Order at 7:30 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Awards, Presentations and Announcements
5. Addition of Items to the Agenda (if any)
6. Public Forum
7. Approval of the Minutes of Previous Meetings
8. Reports of Municipal Committees, Boards and Commissions
9. Zoning and Subdivisions
10. Unfinished Business
11. New Business
12. Council's Administrative Reports
13. Adjournment

Executive Sessions may be added as needed. Business may be taken out of order where appropriate.

**MEETING RULES**

Unless otherwise required, all proceedings will be managed by the Chairperson using a simplified parliamentary procedure. In the event of an impasse, reference will be made to *Robert's Rules of Order*.

**MEETING AGENDAS**

Any Council Member (“**Member**”) may request to place an item on the meeting agenda for motion and/or debate:

- 1) By providing a copy of the proposed motion or action to be considered with any informational material relevant thereto ("Proposed Item") to the Council Chairperson's official email address by noon on the Friday before the scheduled Council Meeting ("Proposed Item Due Date"); and
- 2) By providing the Proposed Item to the person charged with the preparation of the agenda to their official email by the Proposed Item Due Date.

Where administratively feasible, the Proposed Item will be set forth in either the Unfinished Business section or the New Business section of the agenda, as appropriate.

### **PUBLICATION OF THE AGENDA**

The agenda will be delivered to each Member's Township office mailbox AND/OR each Member's official email account by the close of business on the first business day of the week in which the meeting is scheduled ("Agenda Publication Date").

The draft of the Agenda will be posted publicly in the township building AND on the official township website by the Agenda Publication Date. Such draft should be marked DRAFT and notated that it is subject to revisions.

Additional agenda items which were not known as of the aforementioned date or which need to be added for business reasons, may be added to the agenda prior to the meeting. In such case, the Chairperson will announce such additions at the designated time of the meeting.

Only items on the Agenda may be matters for motion and debate.

### **VIDEOTAPING OR RECORDING OF MEETINGS**

Members of the public and press are permitted to videotape or otherwise record a meeting subject to the following conditions:

- 1) Any recording must be done from the back of the room in such a manner so as not to disrupt the meeting; and
- 2) Any person recording the meeting may not block the doorways or the aisles and must allow for the safe movement of the public in and out of the meeting room.

### **PUBLIC FORUM**

At all public meetings of the Township, the public is invited to address Council on any matter including, particularly, agenda items. This will be the opportunity for public input on the agenda.

The public is requested to register with the Secretary by the public forum start time on the night of the meeting by writing their name, address, subject of their discussion, and the portion of the meeting in which they would like to speak (either during the Public Forum or during a specific agenda item in Unfinished Business or New Business portion of the agenda) on a registration form.

Each resident and/or taxpayer who has registered with the Secretary as set out above will be provided a maximum of four (4) minutes to speak notwithstanding that the presiding Chairperson

will determine speaking order and may modify the duration according to the number of speakers and topics. When a group of persons wishes to address the Council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and to limit the number of persons addressing the Council on the same matter so as to avoid unnecessary repetition.

All persons will speak at the podium and, at the outset, identify themselves and their street address or municipality of residence.

Speakers are requested to furnish to the Secretary copies of any prepared statements or presentation materials at the time of registration.

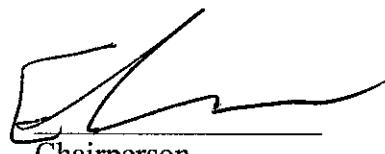
#### **CONTENT OF MINUTES**

Minutes, unless otherwise directed by Council, will include: (a) the kind of meeting; (b) the time and place for the meeting; (c) members and officials in attendance; (d) wording of motions made; (e) name of the maker and the second of the motion and the disposition of the motion; (f) notice of meeting; (g) points of order; (h) appeals; (i) rulings of the chair and time of adjournment, and (j) the names of all citizens who appeared officially and the subject of their testimony.

UPPER PROVIDENCE TOWNSHIP

Date: January 3, 2023

BY:



Chairperson  
Township Council

ATTEST:

