

**UPPER PROVIDENCE TOWNSHIP
DELAWARE COUNTY
RESOLUTION 2025-1**

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 7:00 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Awards, Presentations and Announcements
6. Reports
7. Approval of the Minutes of Previous Meetings
8. Zoning, Subdivision and Land Development
9. Unfinished Business
10. New Business
11. Council's Administrative Reports
12. 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.

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 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.

PUBLICATION OF THE AGENDA

The agenda will be prepared and published as provided for in the Sunshine Law.

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 regarding items 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, and subject of their discussion 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. 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 .

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

CONTENT OF MINUTES


Minutes, shall be prepared in compliance with the Sunshine Act and Upper Providence Township Code.

Repealer

All prior rules and procedures resolutions are hereby repealed.

UPPER PROVIDENCE TOWNSHIP

BY:


Chairperson
Township Council

Date: January 6, 2025

ATTEST:

