

**UPPER PROVIDENCE TOWNSHIP  
DELAWARE COUNTY  
RESOLUTION 2026-1**

**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
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. Municipal Boards, Authorities, commissions & Committees
9. Zoning, Subdivision and Land Development
10. Unfinished Business
11. New Business
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. Chairperson has the authority to call for a recess during the meeting.

**MEETING AGENDAS**

Any Council Member (“**Member**”) may request to place an item on the meeting agenda for motion and/or debate 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 **Wednesday** before the scheduled Council Meeting Date.

**PUBLICATION OF THE AGENDA**

The agenda will be prepared and published at least 48 hours in advance of the meeting as provided for in the Sunshine Act.

**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. All persons will speak at the podium and, at the outset, identify themselves and their status as a resident and/or taxpayer.

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 and subject of their discussion on a registration form. The resident and/or taxpayer may provide items and materials to Council Members prior to the commencement of the meeting.

Any resident and/or taxpayer who wishes to participate in Public Forum remotely via Zoom must register and submit their request in writing to Township Staff no later than 12:00 pm the day of the scheduled meeting.

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 Council Chair to request that a spokesperson be chosen by the group to address the Council.

## **CONTENT OF MINUTES**

Minutes shall be prepared in compliance with the Sunshine Act and Upper Providence Township Code. Those minutes will be available for in-person review during regular business hours at the Township Offices and published under the “**Agendas and Minutes**” tab at [www.upperprovidence.org](http://www.upperprovidence.org) once approved by Council at a public meeting. Hyperlinks will be provided for any supplementary documentation.

## **REPEALER**

All prior rules and procedures resolutions are hereby repealed.

UPPER PROVIDENCE TOWNSHIP

Date: January 5, 2026

BY: \_\_\_\_\_  
Chairperson  
Township Council

ATTEST: \_\_\_\_\_