

Resolution 1357-24

Meeting Rules of Order of the Board of Commissioners of Lower Pottsgrove Township

Rule 1: Board of Commissioners adopts Roberts Rules of Order (Roberts Rules of Order Newly Revised, 11th Edition) as its general guide for parliamentary procedure and bases the rules contained here on it. However, since Roberts Rules was drafted primarily for large assemblies rather than small legislative bodies like commissioners, and to allow proper functioning of commissioners, commissioners assumes that the rules contained here will take precedence over Robert's Rules and that Robert's Rules shall be referred to only when these rules do not address a particular procedural matter. Should the latter occur, and Robert's Rules is unavailable, or the research of a rule is time consuming, Board of Commissioners may elect to determine a course of action at a given meeting by majority vote, thereby effectively amending these rules for that meeting only. The solicitor, if present, will serve as arbiter in the event of such an occurrence.

Rule 2: The order of business at regular meetings of the Board of Commissioners shall be conducted in the following order:

Call to Order

Pledge of Allegiance

Roll Call

Approval of the Minutes (minutes of previous regular meetings of the Board of Commissioners and all special and adjourned meetings held) rectifying mistakes if any exist

Report of the Township Manager

Comments by Visitors

Reports of Officials and Commissions

Correspondence and Information

Old Business

Subdivision and Land Development

New Business

Resolutions and Ordinances

Warrant

Commissioners Comments

Adjournment

Rule 3: The order of business at special or adjourned meetings shall follow that for regular meetings but omitting all items of business not pertinent to the special or adjourned meeting.

Rule 4: The President of the Board of Commissioners shall have complete charge over all meetings of the Board, and his/her rulings, in all matters of parliamentary procedure, shall be binding upon all members of the Board, unless overruled on appeal.

Rule 5: In the absence of the President of the Board of Commissioners, the Vice-President of the Board shall conduct the meeting, and in the absence of both the President and Vice-President, the members in attendance at the meeting shall choose a President *pro tempore* to preside.

Rule 6: The President shall call the meeting to order at the time fixed for the meeting, but if no quorum is present, he/she shall delay the call to order until there shall be a quorum present. But if the absence of a quorum shall continue until 30 minutes after the time fixed for the meeting, the President shall declare the meeting adjourned for lack of a quorum.

Rule 7: In the deliberations of the Board, no member shall speak for longer than five minutes at any one time, nor at anyone meeting may a member speak more than twice on the same subject. No member may speak a second time on the same subject until all other members desiring to speak on the subject have had an opportunity to do so.

Rule 8: When a question is put to the members for a vote, each member shall be required to vote, except when he/she shall be required to abstain because of a special personal financial interest in the matter before the Board. When a member shall abstain for cause, he/she shall state the reason for his/her abstention, and an abstention shall be considered as a "no" vote, where the nature of the question shall be such that only an "aye" or "no" vote is called for.

(a) The President of the Board shall be required to vote on every question put to the members of the Board and may abstain only as provided in Subsection (a) of this section. In a roll call vote, the name of the President shall be called last.

(b) When a member's interest in a matter before the Board shall be an interest common to other Board members, he/she shall not be deemed to have a special interest such as would preclude or prohibit them from voting. In such matters, he/she shall vote, and if he/she is a candidate for an office on the Board, he/she shall have the right to vote for himself or for another person, as he/she chooses.

(c) If the Board of Commissioners are going to vote on an item that was not on the agenda, the President may open "Public Comment" to allow the public to comment specifically on the new items following the rules set forth in Rule 10.

Rule 9: The Township Manager and President are responsible for preparing the agenda for the meeting. The items on the agenda are determined by the Township's operational and business needs. The Board of Commissioners may suggest agenda items at any public meeting. Only persons having official business with the Township may be listed as an agenda item and invited to a public meeting by the Township Manager or the President to present official business. For the purpose of this Resolution, persons having official business with the Township, include but are not limited to: (1) Township Department Heads; (2) entities or representatives of entities that perform work for or provide services to the Township (e.g. auditors, banks, lawyers, engineers and other vendors or consultants); (3) governmental or regulatory agencies; (4) organizations or representatives of organizations to whom the Township provides funding or facilities (e.g. library, fire department).

Rule 10: Persons wishing to address the Board shall sign in prior to the meeting and provide their name, address, telephone number and the subject of their remarks. Each person shall be allotted a maximum of three (3) minutes to make his or her remarks. Persons who are unruly, rude, belligerent, or who are simply repeating prior comments may be asked to discontinue their comment before the end of the three minutes, or if the unruly, rude, or belligerent behavior persists, may be asked to leave the meeting.

Commissioners shall not respond to citizen remarks during the time set aside for Comments by Visitors to be heard unless the Board waives or suspends this rule in accordance with Rule 12.

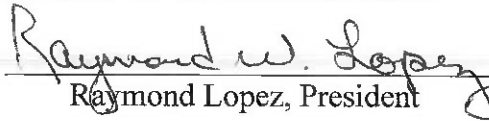
Rule 11: Elected and appointed Township officials, required to be present at Board meetings to give reports, and not being members of the Board, shall be permitted to leave the meeting at the conclusion of their respective reports, unless the Board shall specifically request that they remain for a longer time.

Rule 12: Any of these rules may be suspended or waived at any specific meeting of the Board, except where such suspension or waiver would be contrary to the law. Suspension or waiver shall not be permitted except upon an affirmative vote of two thirds of the members of the Board. *See Rule 1.*

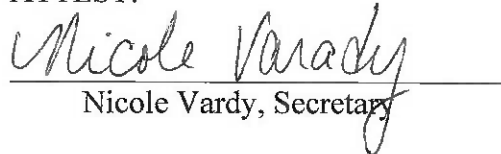
Rule 13: These rules, wholly or in part, may be amended or repealed by majority vote in any meeting of the Board of Commissioners, provided that each member of the Board shall be given advance notice of the intent to amend or repeal, at least 28 days prior to the meeting at which action on amendment or repeal is to be taken. The notice shall state the extent and precise nature of the repeal or amendment that is proposed. If notice is given at a regular, special or adjourned meeting of the Board, held at least 28 days before the meeting at which action on repeal or amendment is to be taken, special or individual notice shall be required to be given only to those members not in attendance at the earlier meeting and present at the time notice was given.

Resolved, this day 24th day of October, 2024

LOWER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS


Raymond Lopez, President

ATTEST:


Nicole Vardy, Secretary