

LOWER SAUCON TOWNSHIP
Northampton County, Pennsylvania

RESOLUTION #01-2026

**A RESOLUTION OF THE COUNCIL OF LOWER SAUCON TOWNSHIP
ADOPTING AN AGENDA POLICY AND CODE OF CONDUCT
FOR TOWNSHIP COUNCIL MEETINGS**

WHEREAS, Lower Saucon Township is a Township of the Second Class, Optional Plan of Government, located in Northampton County, Pennsylvania, and is governed by an elected Council; and

WHEREAS, the Pennsylvania Home Rule Charter and Optional Plans Law, the Second-Class Township Code, and the Lower Saucon Township Administrative Code all authorize the Council of Lower Saucon Township to promulgate rules and regulations for its Council meetings.

WHEREAS, the Lower Saucon Township Council is authorized to establish a level of civility and promote an atmosphere of reasoned expression of ideas in promulgating rules and regulations for its Council meetings.

WHEREAS, the Council recognizes public comment is intended to afford citizens an opportunity to bring important matters to the attention of Lower Saucon Township Council.

WHEREAS, the Council is a strong advocate of free speech and wishes to promote an atmosphere of reasoned expression of ideas.

NOW, THEREFORE, BE IT RESOLVED that the Council of Lower Saucon Township establish the following rules and regulations regarding the Agenda for public meetings, public comment, and conduct during such public meetings:

AGENDA

- A. All regular and special meetings of the Lower Saucon Township Council shall be conducted according to the following order of business:
1. Opening
 - A. Call to Order
 - B. Informational Items - Township Manager
 - C. Roll Call
 - D. Pledge of Allegiance to the Flag
 - E. Announcement of any Executive Session (if applicable)
 - F. Junior Council Report(s)
 - G. Public Comment Procedures
 2. Presentations/Recognitions
 3. Public Comment – Agenda Items Only – 3-Minute Time Limit
 4. Hearings
 5. Developer Items
 6. Township Business Items
 7. Miscellaneous Business Items
 8. Public Comment – Agenda and Non-Agenda Items – 3 Minute Time Limit
 9. Council Reports
 10. Staff Reports
 11. Adjournment

- B. The Township Manager & Township Secretary, in consultation with the Council President (or acting Council President) and in accordance with the Code of Lower Saucon Township, shall prepare a printed agenda for each meeting of the Council and provide the same for public review at least 3 days before the commencement of each such meeting. The Agenda, and any non-confidential accompanying materials, shall be posted on the Township Website. The Agenda, without materials, shall be posted at the Township Building, and copies shall be available at the meeting.

PUBLIC COMMENT AND PARTICIPATION

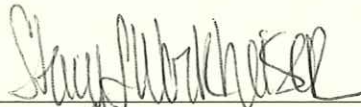
1. Public participation, including public comment relating to Agenda items, will be limited to three minutes. This shall occur towards the beginning of the meeting and will be listed on the Agenda as Public Comment – Agenda Items.
2. An additional public comment period, limited to three minutes for Agenda and Non-Agenda items, shall occur towards the end of the meeting and be listed on the Agenda as Public Comment – Agenda and Non-Agenda Items. The rules contained herein shall apply to this comment period as well.
3. Public participation, including public comment, shall be within the discretion and under the direction and control of the Council President (or acting Council President). The Council President (or acting Council President) shall, in his or her sole discretion, be permitted to expand the individual comment period.
4. A person wishing to make comments to the Council must state their name, affiliation (if any), and municipality of residence prior to addressing Township Council. Public comment may be made only by a person who has been recognized by the Council President.
5. All public comments must be addressed to the Township Council and not to other audience members. Nothing herein shall require any Council member to answer questions or engage in debate.
6. Comments should be substantive and not include any defamatory content, foul or vulgar language or gestures and/or personal attacks on the integrity of others, whether or not present.
7. The commentor must address Township Council from the lectern situated in the center of the Township Council meeting room, unless the commentor is physically unable to do so.
8. Organized groups of people attending the meeting to present a common position or idea to the Council shall designate no more than two of the members to speak for the group.
9. No commentor will be allowed to surrender his/her time to any other person, or to call upon another person for comment.
10. No person shall obstruct in any way the entrances or exits to the Township Council meeting room.
11. Letters shall not be read during public comment unless such letter can be read within the allotted three-minute time limit for individual public comment. Any letters cited or read must be submitted to the Township Manager by 12:00 p.m. the day of the meeting.

12. Copies of any documents being reviewed or discussed during public comment shall be made available to Council.
13. Any conduct disruptive of the Township Council meeting and interfering with the business of the Township, such as talking when not recognized by the Council President (or acting Council President), talking beyond the allotted time and/or the use of a cell phone shall not be tolerated.
14. If the conduct and order of the Township Council meeting is no longer maintained, the Council President (or acting Council President) may take appropriate action, including but not limited to recessing the meeting to restore order so the business of the Township may be conducted when the meeting resumes.
15. The purpose of Public Comment is not for people to engage in argument or debate with members of Council, the Administration, or other residents, and the Council President shall maintain order in accordance with such purpose.

This Resolution shall repeal and replace Resolution #01A-2025.

RESOLVED and ADOPTED this 5th day of January 2026.

ATTEST



Stacy L. Werkheiser
Township Secretary

TOWNSHIP COUNCIL
Lower Saucon Township,
Northampton County



Victoria Opthof-Cordaro
Council President