

RESOLUTION 20 - 2023

Public Meeting Rules of Conduct and Public Comment Period

RESOLVED, the following rules shall apply to the conduct of all public meetings held by Boards, Commissions, and Committees of Honey Brook Township:

The following rules shall apply to the conduct of all public meetings held by Boards, Commissions, and Committees of Honey Brook Township:

1. The Chairperson, or in his or her absence, the Vice Chairperson or other appointed individual, shall preside over all meetings of Boards, Commissions, and Committees. The presiding officer shall control the order of business and conduct of the meeting, including, but not limited to, public comment from Township residents and taxpayers.
2. Prior to taking official action on items appearing on the agenda, the presiding officer shall provide a reasonable opportunity for residents and/or taxpayers of Honey Brook Township to make comments limited to the matters under consideration, subject to the procedures set forth below in item 4.
3. A reasonable opportunity for public comment for non-action items and matters of concern, official action, or deliberation not appearing on the agenda for residents and/or taxpayers of Honey Brook Township shall be held at each advertised meeting of the Boards, Commissions, and Committees, subject to the procedures set forth below in item 4. This comment period shall be limited to a total of thirty (30) minutes, inclusive of all speakers.
4. The presiding officer shall preside over all public comment, and may, in his or her own discretion:
 - a. Recognize individuals wishing to offer comment,
 - b. Require identification by name and address of each individual wishing to make comment,
 - c. Allocate available time among all individuals wishing to comment,
 - d. Interrupt or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant to Township business, scandalous, impertinent, or redundant of other comments; or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting,
 - e. Request individuals to leave the meeting room and the Township Building, or direct their removal by Township personnel, if individuals engage in loud, boisterous, unruly, disorderly, offensive or threatening speech or conduct, after verbal warning from the presiding officer, and

- f. End the public comment period at any time when the lack of public decorum so interferes with the orderly conduct of the meeting so as to warrant such action.
5. The time allocated to each individual making a comment shall be three (3) minutes.
6. All statements shall be directed to the presiding officer; no participant may address or question the Board, Commission, Committee, or Township Staff.
7. Public comment shall be limited to those present in the meeting room.
8. The presiding officer may recognize and permit, in his or her discretion, non-residents and non-taxpayers of the Township to make public comment.
9. In the event there is not sufficient time for public comment, the presiding officer may defer the public comment period to the next regular meeting of the Board, Commission, or Committee.

NOW BE IT THEREFORE RESOLVED that the Board of Supervisors of Honey Brook Township does issue this Resolution of Public Meeting Rules of Conduct and Public Comment Period.

.RESOLVED, this 13th Day of December, 2023.

John H. McHugh, Chairperson

Tracy Olsen, Vice-Chairperson

Laura Burdy, Member

Attest: _____
Warren K. Obenski, Township Manager