EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION 09-29

A RESOLUTION ESTABLISHING A CODE OF CONDUCT FOR TOWNSHIP AUTHORITIES, BOARDS AND COMMISSIONS

WHEREAS, the East Goshen Township Planning Commission, Park & Recreation Board, Conservancy Board, and Historical Commission act as permanent advisory boards to the East Goshen Township Board of Supervisors; and

WHEREAS, the Board of Supervisors has the authority to permanently or temporarily establish other advisory panels such as the Deer Management Committee; and

WHEREAS, the Board of Supervisors appoints members to the East Goshen Municipal Authority, Planning Commission, Park & Recreation Board, Conservancy Board, Historical Commission, Zoning Hearing Board and other advisory panels; and

WHEREAS, the Board of Supervisors believes that it is in the best interest of the Township to have a common Code of Conduct for all of the Township Authorities, Boards, and Commissions and other advisory panels.

BE IT RESOLVED THAT the Board of Supervisors of East Goshen Township hereby adopts the following Code of Conduct for all East Goshen Township Authorities, Boards, and Commissions and other advisory panels.

1. Code of Conduct:
    a. Meetings shall be conducted using parliamentary procedure based on Robert's Rules of Order.
    b. Chairpersons and members shall be courteous and respectful of other members and guests at all times.
    c. Liaisons are guests and shall be recognized by the Chairperson before speaking.
    d. Only Authority, Board and Commission Members shall occupy the dais or conference table.
    e. Discussion prior to any official action shall take place only at public meetings in accordance with the Sunshine Law
    f. No official action can take place unless there is a quorum at a meeting.

2. Responsibilities of Chairperson:

    a. The Chairperson shall be responsible for setting the agenda and conducting all meetings. The Vice-Chairperson shall act as chair in the absence of the Chairperson.

    b. The Chairperson shall be responsible for starting meetings on time.

    c. The Chairperson shall be responsible for the behavior of all in attendance.

    d. The Chairperson shall allow time for public discussion before any official action is taken and at the end of each meeting.

    e. The Chairperson may rearrange the agenda prior to the beginning of the meeting, if deemed appropriate.

    f. The Chairperson and Vice-Chairperson shall be elected at the ABC's annual reorganization meeting, and rotation of chairs every two years is recommended.

    g. The Chairperson may make or second motions.

    h. The Chairperson shall encourage participation of all members.

3. Responsibilities of Members:

    a. Members shall come prepared for all meetings and be on time.

    b. Members shall notify the Chairperson if they are unable to attend a meeting.

    c. Members shall refrain from interrupting or having sidebar conversations while another member or guest is speaking.

    d. Members shall not leave the meeting, unless absolutely necessary, until the meeting is adjourned.

4. Personnel Matters:

    a. Personnel issues shall be directed to the attention of the ABC Chairperson.

    b. Personnel issues shall be discussed only in Executive Sessions and treated as confidential.

    c. The Chairperson shall meet with affected parties individually and/or jointly when deemed appropriate.

    d. The Chairman shall make every effort to reconcile any differences with the respective parties prior to referring the issue to the Chairperson of the Board of Supervisors.

(Signatures on page 3)

RESOLVED AND ADOPTED, this 20th day of January, 2009.

ATTEST:

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

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Secretary

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