

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2018 - 47

**A RESOLUTION ESTABLISHING THE ORDER OF
BUSINESS FOR MEETINGS, RULES FOR PLACEMENT
ON A MEETING AGENDA AND RULES FOR PUBLIC
COMMENT AT ALL EAST GOSHEN MEETINGS**

BE IT RESOLVED THAT, all regular and special meetings of East Goshen Township Authority, Boards and Commissions shall be conducted according to the following order of business, unless a different order of business is specifically adopted by the particular Authority, Board or Commission:

- A. Call to Order
- B. Pledge of Allegiance
- C. Moment of Silence for our servicemen, servicewomen and first responders
- D. Ask if Anyone is Recording the Meeting
- E. Approval of Minutes
- F. Chairman's Report
- G. Public Hearings
- H. Staff Reports
- I. Old Business
- J. New Business
- K. Any Other Matter
- L. Liaison Reports
- M. Correspondence, Reports of Interest
- N. Meetings & Dates of Importance
- O. Public Comment – Hearing of Residents
- P. Adjournment

The Chairperson, in his/her sole discretion, shall have the authority to rearrange the agenda in order to accommodate the needs of other authority, board or commission members; the public; or an applicant.

BE IT FURTHER RESOLVED THAT, all regular and special meetings of the East Goshen Township Board of Supervisors shall be conducted according to the following order of business:

- 1. Call to Order
- 2. Pledge of Allegiance

3. Moment of Silence for our servicemen and servicewomen
4. Ask if Anyone is Recording the Meeting
5. Chairman's Report
6. Public Comment – Hearing of Residents
7. Emergency Services Reports
8. Financial Report
9. Approval of minutes and treasurer report
10. Treasurers Report
11. Public Hearings
12. Old Business
13. New Business
14. Any Other Matter
15. Liaison Reports
16. Correspondence, Reports of Interest
17. Adjournment

Meetings & Dates of Importance

The Chairperson, in his/her sole discretion, shall have the authority to rearrange the agenda in order to accommodate the needs of other authority, board or commission members; the public; or an applicant.

BE IT FURTHER RESOLVED THAT,

1. The Township Manager shall indicate an estimate of the time to be allotted for each item on the agenda, and
2. All Board of Supervisors meetings will adjourn no later than 10:00 pm.

BE IT FURTHER RESOLVED THAT, a request for placement on any meeting agenda shall be governed by the following rules and regulations:

1. The request must be received in writing.
2. The request must identify the subject matter with sufficient specificity so that a non-interested party could ascertain the matter to be discussed and the matter must be an item the meeting holder has authority to discuss.
3. The request must be received before the close of business the Wednesday before the meeting.

BE IT FURTHER RESOLVED THAT, the public comment at all regular and special meetings shall be governed by the following rules and regulations:

1. A period of public comment shall be held at each meeting.
2. The Chairperson shall preside over the public comment period and may within their discretion:
 - a) Recognize individuals wishing to offer comment.
 - b) Require proper identification of such persons.
 - c) Limit the amount of time given to any one individual.
 - d) Allocate available time among individuals wishing to comment.
 - e) Rule out of order scandalous, impertinent or redundant comments; or any comments that the Chairperson, in his/her sole discretion, determines the purpose of which is to disrupt or prevent the conduct of the business meeting or which does not fall within the purview of the body conducting the meeting.
 - f) Individuals may only speak in their own behalf unless they require assistance due to a disability or unless the Chairperson specifically allows otherwise. Individuals may be represented by legal counsel who can be requested by the individual to speak on their behalf.
3. The time allocated for the public comment period at each meeting shall generally not exceed 60 minutes.
4. In the event that there is insufficient time for public comment at a meeting, the Chairperson, at his/her discretion, may defer the public comment period to a meeting held in advance of the next regular meeting, or until the next regular or special meeting.
5. The Chairperson will ask for public comment prior to the vote on any motion before the Board.

BE IT FURTHER RESOLVED THAT, to the extent practical, all Board of Supervisors meetings shall be livestreamed on a free, publically accessible third party video and/or streaming platform, such as YouTube, and that within 48 hours after the meeting is finished, a copy of the video recording shall be made available for the public to watch or rewatch, provided:

1. A link to the third party platform shall be featured on the Township's webpage
2. Recordings shall be retained when the Township is on notice that a matter may result in litigation and throughout the pendency of the litigation
3. The following disclaimer shall accompany all videos of public meetings and shall represent the Township's official policy: "Video recordings are not the official minutes of Board of Supervisors' public meetings. Any meeting shall not supersede or replace the minutes of the meeting as the official record of the meeting."
4. In order to properly record the Board's meetings in an efficient manner, attendees are encouraged to speak one at a time and shall use the podium and microphone set up in the room to clearly capture all comments made.

5. The use of any recording devices shall not disrupt the normal routine of the meeting. Any technical problems encountered during a meeting, including, but not limited to, malfunctioning hardware, software or wi-fi service, shall not interfere with the meeting.
6. The Township Manager, or his or her designee, shall retain the responsibility for managing the video recordings and uploading it after the meeting.
7. No recordings shall be made of any Board of Supervisors Executive Sessions.
8. Video recordings of public meetings shall comply with the Americans with Disabilities Act and shall be closed-caption for the hearing impaired.

RESOLVED AND ADOPTED, this 22ND day of May, 2018.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**



Secretary








