

LOWER SAUCON TOWNSHIP

RESOLUTION #41-2020

AGENDA AND PUBLIC COMMENT POLICY

WHEREAS, Lower Saucon Township is a Township of the Second Class, Optional Plan located in Northampton County, Pennsylvania; and

WHEREAS, the Council of Lower Saucon Township is an Agency as that term is defined by the Pennsylvania Sunshine Act; and

WHEREAS, the Pennsylvania Sunshine Act requires that the Council provide a reasonable opportunity for public comment at all advertised meetings.

NOW, THEREFORE, be it resolved by the Council of Lower Saucon Township, as follows:


1. All regular and special meetings of the Lower Saucon Township Council shall be conducted according to the following order of business:
 - I. Opening
 - A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance to the Flag
 - D. Announcement of any Executive Session (if applicable)
 - E. Public Comment Procedure
 - II. Public Comment – Non-Agenda Items – Residents Only
 - III. Presentations/Hearings
 - IV. Developer Items
 - V. Township Business Items
 - VI. Miscellaneous Business Items
 - VII. Council & Staff Reports
 - VIII. Public Comment – Non-Agenda Items – Non-Residents Only
 - IX. Adjournment
2. The Township shall prepare a printed agenda for each meeting of the Council and provide the same for public review at least 3 days prior to the commencement of each such meeting.
3. Public Comment shall be permitted after Council discussion on each item on the agenda.
4. The purpose of Public Comment shall be for individuals to comment on matters of concern, official action, or deliberation which are or may be before the Council prior to official action being taken. Council will not respond to comment made during the public portion of the meeting unless it is necessary to ask a clarifying question, correct a factual error, or provide specific information.

5. Public Comment will be limited to three (3) minutes per individual, per topic or agenda item. An additional two (2) minutes may be granted to an individual at the sole discretion of the President of the Council. Additional time (beyond 5 minutes) may be granted only by a majority vote of Council. No participant may speak more than once on the same topic. No attendee may yield their comment time to other speakers who wish to comment.
6. The President of Council shall preside over all periods of public comment and shall:
 - A. Recognize individuals wishing to comment.
 - B. Require that said individuals identify themselves by name and address.
 - C. Rule "out of order" any scandalous, impertinent, or redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of business of the meeting.
 - D. If conduct and order of the Township Council meeting is no longer maintained, the President may recess the meeting in order to calm the situation and restore order so business of the Township may be conducted when the meeting resumes.
 - E. In the event that there is not enough time available for public comment at the meeting, the President may defer public comment to the next regular meeting or to a special meeting occurring in advance of the next regular meeting.

RESOLVED this 15th day of April, 2020.

Attest

Lower Saucon Township



Leslie Huhn
Township Manager



Sandra B. Yerger
Council President