

**BERN TOWNSHIP BOARD OF SUPERVISORS**  
**RULES AND REGULATIONS FOR CONDUCT**  
**OF PUBLIC MEETINGS AND MAINTENANCE OF ORDER**

IT IS HEREBY ESTABLISHED by resolution of the Bern Township Board of Supervisors that the following Rules and Regulations shall apply to all public meetings of this Board and the same are enacted pursuant to the provisions of 65 P.S. Section 280 of the Pennsylvania Sunshine Act.

**I. Statement of Intent**

It is the intent of this Board that all public meetings hereof be conducted in a deliberative and professional manner, that any and all members of the public in attendance be given a reasonable opportunity to address statements, comments and/or questions of reasonable length to the Board on any topic or matter of concern, official action or deliberation which is or may be before the Board, and that the meetings hereof be of reasonable length and scope under the circumstances then and there existing without uninvited interruption or interference by third persons.

**II. Business of the Board**

1. The business of the Board shall be conducted according to the meeting agenda prepared by or at the direction of the Chairman or his designee.

2. The business meeting of the Board shall be conducted in a manner consistent with the provisions of Roberts' Rules of Order but strict adherence thereto shall not be required.

3. The meeting agenda shall be posted on the door of the meeting place and at least six (6) copies thereof shall be available for distribution to members of the public in attendance.

4. The Chairman shall have the right to depart from the order of the published agenda in order to accommodate any invited guest or presenter in attendance or otherwise scheduled to appear.

5. The Chairman may otherwise depart from the order of the published agenda with the concurrence of a majority of those members of the Board in attendance.

6. Members of the public in attendance shall not be permitted to participate in the deliberations and discussions of the Board during the conduct of the business portion of its meeting unless specifically invited by the Chairman with the concurrence of a majority of those members of the Board in attendance.

7. Uninvited interruptions or interference with the orderly conduct of the business of the Board by any person is declared to be contrary to the public interest and the interests of the residents and taxpayers of Bern Township.

### **III. Public Participation**

1. The published agenda shall provide a designated opportunity during any public meeting hereof, to any and all members of the public in attendance, upon recognition by the Chairman of the Board, a reasonable opportunity to address statements, comments and/or questions of reasonable length (as hereinafter defined) to the Board on any topic or matter of concern, official action or deliberation which is or may be before the Board.

2. Any member of the public desiring to address the Board shall register with the Secretary prior to the commencement of the meeting by providing in writing his or her name, address and topic or matter of concern. Persons arriving after the commencement of the meeting shall register with the Secretary by providing written information concerning name, address and topic or matter of concern on a separate writing.

3. Members of the public are encouraged to submit questions in a written format for review and response by the Board or its designee.

4. All comments, statements and/or questions shall be directed to the Board as a whole in a respectful and business-like manner and the Chairman shall be responsible for requesting or designating any individual Board member or consultant to respond.

5. No person shall be permitted to address any comments, statements and/or questions to the Board which in the aggregate exceeds two (2) minutes in length unless expressly permitted by the Chairman with the concurrence of a majority of Board members present.

6. Members of the public who are not members of the Board possess no inherent or declared right to filibuster or monopolize the attention of the Board or otherwise prevent or interfere with the orderly conduct of the meeting, including the public comment portion thereof.

7. The Board reserves the right to defer response on any comment or statement and to any question in order to obtain and/or verify facts or information or to a more opportune time.

8. The Chairman shall have the right to declare any meeting exceeding two (2) hours in length to be unreasonable in length and upon such declaration, the Board may, by majority vote, defer the comment period or the completion thereof to the next regular meeting or to a special meeting occurring in advance of the next regular meeting.

9. The Board reserves the right to defer comment or response to any petition presented at any public meeting in order to afford the Board and/or its consultants an opportunity to review the same for the purpose of determining compliance with applicable law.

10. The Board reserves the right to decline an opportunity to any member of the public to offer a comment, statement and/or question on any matter which is NOT a matter of concern, official action or deliberation which is or may be before the Board.

**IV. Violations**

Any person engaged in conduct which is disorderly and disruptive to the orderly progress of the public meeting shall be asked to depart from the meeting place and upon refusal thereof shall be removed from the public meeting place and charged with a violation of the relevant provisions of the Pennsylvania Crimes Code.

**V. Effective Date**

These Rules and Regulations shall be effective the 6<sup>th</sup> day of May, 1996.

IN WITNESS WHEREOF the foregoing is adopted this 6<sup>th</sup> day of May, 1996.

**BERN TOWNSHIP BOARD OF SUPERVISORS**

I, Diane DeJesus, Secretary of the Board of Supervisors of Bern Township, hereby certify the above resolution to be a true and correct copy of the official resolution so adopted the date and year hereon indicated.

Date: 5/6/96

*Diane D. Jesus* (Seal)  
**Diane DeJesus, Township Secretary**