

RESOLUTION NO. ____

[MODEL]

RESOLUTION OF THE [MUNICIPALITY] CREATING POLICIES AND PROCEDURES FOR PUBLIC MEETINGS

WHEREAS, the [Municipality] holds one or more open meetings during each month in accordance with the Sunshine Act, 65 P.S. §66.1 *et seq.* and its governing legislation, [cite to the applicable code, e.g. Township, Borough, City, etc.]; and

WHEREAS, open meetings are the opportunity for the [Municipality] to conduct business as required by its governing legislation [cite to the applicable code, e.g. Township, Borough, City, etc.]; and

WHEREAS, the Sunshine Act requires that during all open meetings there must be an opportunity for public participation; and

WHEREAS, public participation is not without limits or controls and the [Municipality] may establish reasonable rules and procedures for the conduct of its meetings and maintenance of order; and

WHEREAS, the [Municipality] by this resolution desires to generate and publish rules and procedures to facilitate the orderly presentation of business within the [Municipality].

NOW THEREFORE, be it resolved by the [Governing Body] of the [Municipality] as follows:

1. The [Municipality] holds its regular business meetings on _____ of each month, or as properly advertised in accordance with the _____ Code, during which all discussion, deliberation and official action will be taken as deemed necessary for the [Governing Body] to conduct the business of the [Municipality] (“Business Meeting”).

2. The [Governing Body] may hold special meetings in accordance with the requirements of the _____ Code.

3. [OPTIONAL] The [Governing Body] may hold periodic project planning meetings as properly advertised in accordance with the _____ Code, during which [Governing Body] may identify particular projects that need additional discussion or deliberation (“Project Meeting”).

4. The [Governing Body] will entertain public comment at all open meetings as follows:

- a. All persons making public comment at any open meeting must identify their first and last name, and address on the sign in sheet available in the meeting room.
- b. Public comment on listed agenda items will be heard at the beginning of each open meeting to permit comment on particular agenda items prior to official action.
- c. Public comment on other matters of concern will be heard at the end of the open meeting prior to adjournment.
- d. Public comment shall be limited to three (3) minutes for each member of the public wishing to speak. No yelling out, commenting out of turn, threatening remarks, profane or vulgar language will be tolerated.
- e. Public comment is not an opportunity to dialogue with the elected officials, or demand explanations or answers. Elected officials may, but are not required to follow up on public comment during the business portion of the meeting, at a later meeting, or after the meeting at another time. Elected officials, however, may be limited by law in their ability to comment on certain topics, for instance personnel matters, criminal and non criminal investigations.
- f. Unruly members of the public will be asked to maintain order, asked to leave the meeting, or escorted from the meeting in that escalating order.

5. Nothing in this Resolution is meant to restrict or diminish the power vested in the [Municipality] by the _____ Code or Sunshine Act to hold and conduct public meetings.

RESOLVED this ____ day of _____ 20__.

ATTEST:

[MUNICIPALITY]

Secretary

President