

**LOWER MILFORD TOWNSHIP**  
**LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION 2022-4**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP,  
ADOPTING RULES OF CONDUCT FOR MEETINGS OF THE BOARD OF SUPERVISORS**

**WHEREAS**, the Board of Supervisors desires to establish rules and procedures for the conduct of its meetings to promoted efficient and effective government; and

**WHEREAS**, the Board of Supervisors desires to encourage meaningful and orderly citizen input into the deliberative process of the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion thereof.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the following guidelines, rules, and regulations applicable to meetings of the Board of Supervisors, Committee thereof, and other Public Bodies of the Township are hereby adopted as follows:

**1. Meetings** – the Board of Supervisors will hold regular monthly meetings at the Township Municipal Building at 7607 Chestnut Hill Church Road, Coopersburg, PA 18036, as set forth in the advertised schedule in accordance with the PA Sunshine Act of July 3, 1986, as amended.

**2. Special Meetings** – the Board of Supervisors may call for special meetings under the Second-Class Township Code and other applicable laws. Notice must be published at least 24 hours before the meeting and must state the business that is to be conducted at the meeting.

**3. Executive Sessions** – the Board of Supervisors may hold an executive session, which is not open to the public, before, during, at the conclusion of a meeting, or at some other time. The Board Chair shall announce the purpose of the executive session. The announcement can be made at the public meeting prior or after the executive session. Official actions based on discussions held in executive sessions shall be taken at a public meeting.

The Board of Supervisors may hold an executive session for discussion on any purpose(s) permitted under Section 8 of the PA Sunshine Act, Act No. 1986-84, as amended, and in accordance with the procedures set forth therein.

**4. Quorum** – the attendance of two (2) members of the Board of Supervisors shall constitute a quorum for the transaction of business at all meetings of the Township Board of Supervisors. A board member shall notify the Chair as soon as possible when the member is unable to attend a Board meeting.

**5. Agenda** – items to be included on the agenda must be presented to the Township Secretary no later than Friday at noon of the preceding week. Meeting agendas are required to be posted in compliance with Act 65 of 2021 to the PA Sunshine Law. Items not on the agenda may be considered under public comment and/or discussion by Board members. Items of business not included on the agenda can be added to the agenda only by a majority vote of Board members, stating the reason for the change, prior to voting on the new issue. An amended agenda needs to be posted by the first business day following the meeting at which the agenda was changed, as required by Act 65 of 2021 to the PA Sunshine Law.

Agenda items which the Board does not wish to consider may be postponed until a later date or removed from the agenda by unanimous consent. If this unanimous vote is not forthcoming due to the objection of one or more members, the item must be continued on the agenda. Unfinished business will be carried forward on the agenda.

**6. Meeting Materials** – the Township Secretary shall be responsible for the preparation and distribution of meeting materials. The Secretary shall have the packet ready for distribution no later than 4:00PM on the Monday prior to the Thursday Board meeting. Reasonable accommodations may be made due to holidays or other unforeseen events. Agenda packets will be emailed to all Board members and Township staff. Hard copies of meeting materials will be provided for the use of the Board at the meeting.

**7. Recording of the Board Meetings** – all Board meetings will be tape recorded for the purpose of providing accuracy of the minutes. The tapes may not be removed from the Township office and shall not be copied. The official minutes once approved shall be the legal record of the meeting.

Any person wishing to record or photograph during a public meeting is asked to announce any such action before each public meeting. The recording of a meeting should not detract from the decorum of the meeting or interfere with the deliberations of the Board of Supervisors. No electronic devices will be permitted in front of the audience microphone and the front row of audience seats without prior permission from the Board.

**7. Order of Business** – the order of business at regular meetings of the Board of Supervisors shall be as follows:

- a. Call to Order
- b. Pledge of Allegiance
- c. Announcement of Executive Session (if applicable)
- d. Public Comment
- e. Public Hearings (if applicable)
- f. Approval of minutes
- g. Treasurer's Report

- h. Authorization of Payment of Bills
- i. Committee and staff reports
- j. Submissions or Action due on Subdivision Plans
- k. Items of Old Business
- l. Items of New Business
- m. Public Comment

The order of the agenda may be changed, if necessary.

**8. Conduct of Meeting** - the Supervisor Chair shall moderate and chair all meetings of the Board of Supervisors. In the absence of the Chair, the Vice-Chair shall assume the role of moderating the meeting.

The Chair shall introduce every item to be deliberated by the Board. Items may be presented by the Chair or other Board members as applicable, or by Department Heads. Items may also be presented by party or entity seeking Board approval.

**9. Voting** – action will be voted on and carried by a majority vote, unless otherwise required. A roll call vote can be requested by a Board member.

A motion can be withdrawn, with or without the consent of the seconder, at any time prior to the vote being taken. A motion will die if there is no second. The minutes of the Board will include every motion made and seconded, along with action thereon taken. If the vote is not unanimous, the names of the Board Members voting no or abstaining, and the reason for their votes, will be stated in the minutes. Minutes of the Board of Supervisors will also record those motions which are withdrawn and die due to lack of a second.

**10. Approval of Minutes** - the minutes shall be prepared by the Township Secretary and include the date, place and time of the meeting; names of members present; number of public present; substance of discussion preceding the taking of all official actions; actions taken; recorded votes and a record of all roll call votes taken; names of citizens who appeared officially and the subject of their testimony.

**10. Public Comment and Participation** – the public is invited to address the Board of Supervisors on any matter, including agenda items. In order to be fair to all persons desiring to speak, comments should be kept to five (5) minutes. The Chair has the right to further determine speaking time according to the number of speakers desiring to speak. Each person desiring to speak shall register his/her names on the sign-in sheet, state their municipality of residence, speak with the microphone, and identify himself/herself before speaking. Speakers are requested to furnish the Secretary with copies of any prepared statement/presentation before they begin to speak. The Chair may interrupt a participant's statements if he/she becomes too lengthy or ask a participant to leave if he/she does not

observe reasonable decorum. The Chair may limit repetitious and redundant public comment made regarding a specific topic. Public comment must pertain to topics involving the jurisdiction of the Township’s municipal government. Public comment that is scandalous, impertinent, irrelevant, or for the purpose of disrupting the meeting shall be ruled out of order by the Chair. If there is not sufficient time for public comment at a meeting of the Board of Supervisors, public comment may be deferred to the next meeting of the Board.

No placards or banners will be permitted in the meeting room without prior approval. No videotaping or tape recording of the Township staff is permitted without prior permission of the Board of Supervisors.

When a group of persons wishes to address the Board on the same subject matter, it is proper for the Chair to request a spokesperson to be chosen by the group to address the Board, and to limit the number of persons addressing the Board on the same matter to avoid unnecessary repetition. The time limit for a group shall be no longer than fifteen (15) minutes.

**11. Committee and Staff Reports** – All department and committee reports shall be submitted in written form for the Township Secretary to include with the meeting materials. The Board may receive the reports without being read aloud. Outside committees shall submit written reports by Friday at noon of the preceding week. All staff should submit written report two days prior to the meeting to allow time for distribution. Failure to submit a written report in accordance with the regulations may result in no discussion of that committee at the meeting

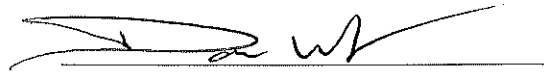
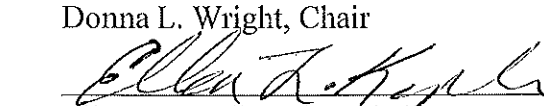
**12. Request for Records** – all requests for public records shall be made through a completed Right-to-Know request form to the Township Open Records Officer. Responses will be made in accordance with the PA Right-to-Know Law.

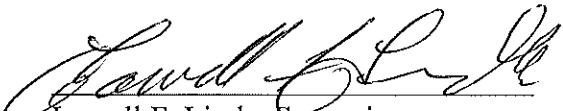
ENACTED AS A RESOLUTION THIS 17 DAY OF MARCH 2022 BY THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA.

ATTEST:

LOWER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS

  
Stacy R. Smith, Township Secretary

  
Donna L. Wright, Chair  
  
Ellen L. Koplin, Vice-Chair



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Lowell F. Linde, Supervisor