

CAERNARVON TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
RESOLUTION NO 2021- 31

NOW BE IT A RESOLVED that all regular and special meetings of the Board of Supervisors of the Township of Caernarvon, Berks County, Pennsylvania shall be conducted according to the following order of business, however, it may be necessary to adjust the order of the business to accommodate schedules of the speakers or presenters, or to provide a time efficient manner to address all business:

- CALL TO ORDER
- CORRESPONDENCE
- COMMENTS FROM THE ASSEMBLY
- MINUTES OF THE PREVIOUS MEETING
- TREASURERS REPORT
- EXPENSE LIST
- BUSINESS
- TOWNSHIP REPORTS
- EXECUTIVE SESSION (IF NEEDED)
- SUPERVISORS COMMENTS
- ADJOURNMENT

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

1. Only during the COMMENTS FROM THE ASSEMBLY agenda section is the public invited to address the Board of Supervisors on any matter including agenda items.
2. In order to be fair to all persons desiring to speak, comments should be kept to three (3) minutes. The Chair of the Board has the right to determine speaking time according to the number of speakers desiring to speak.

3. Each person desiring to speak shall register his/her name on the sign-in sheet and identify himself/herself before speaking.
4. The Chair of the Board 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 politeness.
5. Public comment must pertain to topics involving the jurisdiction of the Township's municipal government.
6. Public comment that is scandalous, impertinent, irrelevant, or for the purpose of disrupting the meetings shall be ruled out of order by the Chair of the Board.
7. 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.

NOW THEREFORE BE IT RESOLVED, the Board of Supervisors reserves the right to amend these rules at any time either verbally or in writing. If an individual refuses to observe the rules of reasonable behavior, the Chair of the Board may adjourn the meeting. In addition, he or she may request that assistance of law enforcement officers in the removal of a disorderly person when that person's conduct may pose a threat to the safety and welfare of those in attendance. Any violation of the above rules will be deemed interference with the orderly process of the meeting.

DULY ENACTED THIS 25th day of May 2021, by the Supervisors of Caernarvon Township, Berks County, Pennsylvania.

CAERNARVON TOWNSHIP

BY: Sandy Styer
Chairperson

ATTEST:

[Signature]
Township Secretary