

## RESOLUTION 3 OF 2023

### A RESOLUTION OF SEWICKLEY HILLS BOROUGH ADOPTING RULES FOR MEETINGS AND PUBLIC COMMENTS

**Whereas**, the primary purpose of Borough Council meetings, Committee meetings, and Council Workshop meetings are to afford elected officials the opportunity to effectively conduct Borough business set forth in the agenda; and,

**Whereas**, having an orderly framework with basic ground rules for Council and the public to act toward one other with charity and respect helps ensure the fulfillment of the business; and

**Whereas**, the authority for establishment of these rules is derived from Borough Code, § PA. C.S.A. Section 101, et sec. And the Sunshine Act 65 P.S. 271 et Seq. and all amendments thereto; and

Now, therefore, it is hereby resolved by the Sewickley Hills Borough as follows:

1. **General Procedure:** It is the intent of the Borough to act consistently with the PA Borough Code and any applicable Borough Ordinance or other legal requirement. Robert's Rules of Order shall apply, in general, to the conduct of public meetings subject to the Authority of the Chair, while not so stringently implemented that the meetings become entangled in parliamentary procedure.
2. **Authority of the Chair:** The Chair shall act as facilitator assisting members to focus on the agenda, discussions, and deliberations. The Chair shall be responsible for maintaining the decorum at the public meetings and uniformly enforcing the rules expressed in this Resolution.
3. **Public Participation:** Every public meeting shall provide an opportunity for residents and taxpayers to be heard. The following rules shall apply:
  - a. Public Comments will be scheduled at the beginning of each meeting to afford residents and taxpayers an opportunity to speak.
  - b. The Chair, at his or her discretion, may allow for additional public comment before official action on matters and may offer the opportunity for nonresidents to speak.
  - c. All meeting attendees who would like to speak are required to sign a register at the beginning of each meeting and/or state their name for the Borough Secretary for recordkeeping.
  - d. Each speaker is required to state their name prior to public comment and will have up to (5) five minutes for comments.

- e. If there are more than (10) ten members of the public who would like to speak, the public comments time for each speaker will be limited to (3) three minutes in the interest of allowing for all agenda items to be covered and everyone to have a chance to speak, while still respecting time constraints.
  - f. Speakers may not yield their time or any portion of their time to another speaker.
  - g. The Chair has the discretion to rule as out-of-order comments and behavior that would reasonably be defined as harassment. If the harassment continues, the Chair may limit any additional remaining public comment for that individual for that meeting.
4. **Conduct Detrimental to Orderly Meetings.** Unruly members of the public will be asked to maintain order first, will lose remaining time to speak second, will be asked to leave the meeting third, and will then be escorted from the meeting forth in that escalating order as determined by the Chair.

This resolution is hereby adopted by an assembled meeting of the Borough Council of Sewickley Hills Borough on August 8, 2023.

ATTEST:

BOROUGH OF SEWICKLEY HILLS

By: *Alicia Steele*  
Borough Secretary

By: *Just Byle*  
Council President

Approved this 8<sup>th</sup> day of August, 2023

By: *[Signature]*  
Mayor