GLEN ROCK BOROUGH
YORK COUNTY, PENNSYLVANIA

RESOLUTION NO. 2019-02

A RESOLUTION ESTABLISHING PUBLIC CONDUCT PROCEDURES AT COUNCIL MEETINGS

WHEREAS, pursuant to the provisions of the Borough Code of the Commonwealth of Pennsylvania and other applicable statutes, the Glen Rock Borough Council has the inherent power to establish rules and regulations for the conduct of meetings of the Borough Council; and

WHEREAS, the Glen Rock Borough Council encourages public participation at all public meetings of the Council; and

WHEREAS, the Glen Rock Borough Council wishes to afford all members of the public an opportunity to comment upon all issues pending before the Glen Rock Borough Council; and

WHEREAS, the Glen Rock Borough Council desires to conduct orderly public meetings ensuring that all Borough business is efficiently conducted and all public input is fairly considered.

NOW THEREFORE, BE IT RESOLVED, by the Glen Rock Borough Council, York County, Pennsylvania, that the following rules and regulations shall be applicable to the conduct of public meetings of the Council of Glen Rock Borough:

1. Persons on the Agenda:
   A. Persons should call the Borough office at least 36 hours before a council meeting to be placed on the agenda. Persons calling inside 36 hours will be placed on the agenda at the Council President’s discretion based on the subject matter and Council preparation requirements.
   B. Any handout a speaker intends to provide to the Council should be available to the Council prior to the meeting so members can respond appropriately.

2. All visitors to Glen Rock Borough Council meetings shall sign the visitor register.

3. All individuals attending public meetings of Borough Council shall conduct themselves with dignity and proper decorum at all times, including Council members, Borough staff, speakers and/or members of the public.

4. The Council President shall be responsible for facilitating an effective meeting that allows the Council to conduct the business of the Borough, as well as maintain order and decorum of meetings by requiring speakers and the public to refrain from abusive or profane remarks.
disruptive outbursts, protests, or other conduct that disrupts or interferes with the orderly
conduct of the business of the meeting. Personal attacks on Council members, Borough staff,
other speakers, or members of the public will not be tolerated.

5. No individual shall speak until recognized by the Council President nor shall anyone
interrupt another individual who is speaking.

6. Anyone who becomes disruptive at a public meeting shall be asked to cease and desist the
disruptive behavior. If the individual persists in disruptive behavior, the individual will be
asked to leave the meeting and, if the individual refuses to do so, the meeting will be
temporarily adjourned until the police can be consulted to address the problem. Abusive or
vulgar language will not be tolerated and may result in the offending individual being
removed from the meeting.

7. Public Comment

A. Borough Council meetings will have two public comment periods, one at the beginning
of the meeting and one at the end of the meeting. The total time allocated for each public
comment period shall not exceed 30 minutes, unless the Council President determines
that special circumstances warrant a longer public comment period.

B. Public Comment Period

1) Each speaker shall be allotted five minutes for presentation of comments or questions.
The speaker will limit the scope of comments to be brief and to the point.

2) Any handout a speaker intends to provide to the Council should be available to the
Council prior to the meeting so members can respond appropriately.

3) All persons wishing to comment shall raise their hand and be recognized by the
President of Council.

4) When recognized, the person shall stand to address Borough Council and shall state
his or her name and address prior to addressing the Council.

5) Large groups of individuals wishing to address the Council shall designate a
spokesperson to present comments to the Council.

8. Any person wishing to speak during any other portion of a public meeting shall raise his or
her hand, be acknowledged by the Council President; and await permission to offer his or her
comment. It remains in the sole discretion of the Council President to permit public comment
outside of the duly recognized Public Comment portions of the meeting. Comments will be
limited to five minutes.

9. Certain matters are considered confidential in nature and will not be discussed at public
meetings. Generally, those items that are not appropriate for discussion during public
meetings are matters for which the Council may hold an executive session pursuant to the
provisions of the Sunshine Act.
10. Should visitors wish to hold private discussions during a Borough Council meeting, said persons shall leave the Borough Council meeting room to avoid disruption of the Council meeting.

11. Audio or Video Recording, Streaming, Photographing or other Electronic Equipment Guidelines:

The public has the right to use various types of electronic recording devices during a public meeting. However, Council has an obligation to inform all persons present that such devices are in use. Therefore, any person who plans to use any such device will inform the Council so that the President may ensure all those present are aware of such electronic device use.

12. Failure to adhere to these standards of order and decorum can result in any/all of the following:

A. A warning issued by the Council President.

B. The speaker forfeiting his or her right to be heard.

C. The disruptive individual(s) may be asked to leave and not return for the remainder of the meeting.

D. Physical removal from the meeting by Southern Regional Police; subject to arrest and prosecution under applicable provisions of the Pennsylvania Crimes Code.

RESOLVED AND ADOPTED this 16th day of January, 2019.

Attest:

GLEN ROCK BOROUGH
COUNCIL

Secretary

President