

**SCOTT TOWNSHIP PUBLIC MEETING POLICY**  
**(Revised October 19, 2000)**

1. **PRIOR POLICIES** - This policy shall supersede and take precedence over any and all prior policies enacted by the Township Board of Supervisors.
2. **QUORUM** - A quorum shall consist of two (2) supervisors present at a meeting, duly advertised or conducted in accordance with law. No business shall be transacted at any public meeting without a quorum being present.
3. **PRESIDING OFFICER** - The Chairman of the Board of Supervisors shall preside at all meetings of the Board of Supervisors. In the absence, disability or disqualification of the Chairman, the Vice Chairman shall act as the presiding officer.
4. **NOTICE** - Notice of all open, public meetings of the Board of Supervisors, including any committee meetings and other sessions, shall be given in accordance with state law.
5. **VOTING** - All motions and/or other business required for passage or adoption will require a majority vote of those supervisors present and voting, except as otherwise provided for by law.
6. **MINUTES** - The Secretary/Treasurer shall cause to be made and retain as a permanent record of the Township, minutes of all open meetings of the Board, in accordance with law. Said minutes shall be comprehensive and complete and shall show, at a minimum (a) the date, place and time of the meeting; (b) the names of the members present; (c) the presiding officer; (d) other administrative personnel present; (e) the substance of all official actions/motions passed; (f) recorded votes and a record by individual members of all roll call votes taken; and (g) the names and address of all citizens who appeared and officially commented on matters of concern to the Board.

The Secretary/Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than the day of the next regularly scheduled monthly meeting. The minutes of open meetings shall be approved by the Board at the next succeeding meeting. The approved minutes shall be signed by the Secretary/Treasurer.

7. **PUBLIC COMMENT** - The Board of Supervisors hereby recognizes the value of public comment on matters of concern, official action or deliberation which are before them and that same enhances and promotes good governmental operation.

In order to permit fair and orderly expression of such comment, the Board shall provide a reasonable opportunity at each advertised regular meeting and each advertised special meeting for residents or taxpayers of the township to comment on matters of concern, official action or deliberation which are or may be before the Board of Supervisors. A period for such public comment will be allocated at a particular section of each meeting, as per the agenda, but will be allowed prior to any such official action taken during that meeting.

The following guidelines will be applicable to all public participation at any regular or special meeting of the Board of Supervisors:

- (a) During the public comment portion of each meeting, any individual who wishes to address the Board must first be recognized by the Chairman;
- (b) Only one person may address the Board at a time;
- (c) Before addressing the Board, each individual must state their name, address and whether or not they are a resident of the township;
- (d) Only those individuals who are residents or taxpayers of Scott Township shall have a right to address the Board, unless the Chairman allows otherwise;
- (e) Public comments are limited to and will be entertained only on matters of concern, official action or deliberation which are or may be before the Board of Supervisors and relevant to the township;
- (f) An individual may address the Board only once per meeting, unless allowed otherwise by the Chairman;
- (g) Each statement or comment made by an individual shall not exceed five (5) minutes duration. The time limitation will be strictly enforced;
- (h) All statements/comments shall be directed to the Chairman of the Board. No individual or participant may address or question any other supervisor or township official, unless otherwise permitted by the Chairman;
- (i) The Chairman may interrupt or terminate a participant's statement/comment when, in the opinion of the Chairman, the statement/comment exceeds the five (5) minute time limit or is personally directed, abusive, obscene or irrelevant; or does not fall under (e).
- (j) The Chairman may request any individual to leave the meeting when that person does not observe reasonable decorum or conduct. If necessary, the Chairman may request the assistance of law enforcement officers in the removal of an individual who becomes disorderly, fails to abide by the directives of the Chairman, or when such conduct interferes with the orderly progress of the meeting. At his option, the Chairman may call for a recess or adjournment to another date and/or time when the meeting can proceed in an orderly fashion without such disorderly interruption;
- (k) Electronic recording devices are permitted as provided for by law. The designated area for all video and/or photographic recording devices is the area along the entire rear wall of the designated meeting room behind the public seating. In the case of any other place it shall be the area immediately behind the public seating area.

**8. AGENDAS** - A copy of the meeting agenda, minutes of previous meeting and list of any relevant exhibits to be acted upon will be made available prior to the beginning of each meeting for public review.

**9. OTHER RULES/REGULATIONS** - The Board may implement further rules/regulations, if necessary.