

**RULES AND REGULATIONS OF WEST HANOVER TOWNSHIP OF, DAUPHIN
COUNTY, PENNSYLVANIA REGARDING CONDUCT OF PUBLIC MEETINGS
VIA TELEMEETING**

WHEREAS, the purpose of this document is to set forth further rules and regulations regarding the conduct of public meetings via telemeeting including guidelines for public comment, conduct, and protocol.

1. **SCOPE OF PUBLIC COMMENT:** The scope of public comment, as defined in the Sunshine Act, shall be limited to matters of concern, official action or deliberations which are or may come before the WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS (the "Board"). These matters are defined by 53 PA.C.S.A. § 1122 which sets forth the powers and responsibilities and delineates the corporate and specific powers of the Board. Public comment is not intended for the purpose of solely reciting or reading legislation, ordinances or other such documents.

2. **PROCEDURES FOR ACCEPTING PUBLIC COMMENT VIA TELEMEETING:**

- a. The Board shall provide a reasonable opportunity for residents and/or taxpayers of West Hanover Township at the beginning of each regular or special meeting to comment on all matters listed for official action and to comment on any other matters or concern or deliberation which are or may come before the Board. The Board may request that to the extent practical public comment be submitted in writing in advance. The Chairperson of the Board may appoint a moderator for the telemeeting. The moderator shall recognize public participants for public comment prior to the public participant offering public comment. The moderator is authorized to mute the public participant when the public participant is not offering recognized public comment. The moderator is authorized to promulgate further procedures for the orderly receipt of public comment via telemeeting. The time limits applicable at regular public meeting of the Board shall be applicable to public comment via telemeeting.
- b. All public comment shall be directed to the presiding officer, who will provide response, or recognize persons to offer a response, as appropriate.
- c. The public and members of the Board are at all times to demonstrate mutual respect and decorum. The members of the Board are not to

engage members of the public in argument, nor are members of the public to speak out audibly or through text or chat or engage one another in argument.

- d. Comments, displays, or text which make statements of personal attacks or statements that could be construed as libelous, slanderous, or that defame the character of any elected or appointed official or any member of the public, shall not be permitted.
- e. Comments, displays, or text of a partisan political nature either in favor or in opposition to any political candidate shall not be permitted.
- f. Comments, displays, or text of a patently offensive or sexually explicit nature shall not be permitted.
- g. Robert's Rules shall be used as a guide for public telemeeting meetings. However, any actions by the Board which may not be in strict accordance with Robert's Rules or the within Rules and Regulations shall not be deemed invalid or illegal unless and except any federal, state or local law or ordinance is violated.
- h. Any violation of the above may result in the participant being muted, the video feed being disabled, or the participant being removed from the telemeeting.

3. **EFFECTIVE DATE:**

These Rules and Regulations shall take effect on_____.

ADOPTED on this_____day of_____, 2020 at a duly advertised meeting of Board of Supervisors of West Hanover Township.

WEST HANOVER TOWNSHIP

ATTEST:

Donald Steinmeier, Secretary