

MANHEIM BOROUGH AUTHORITY  
LANCASTER COUNTY, PENNSYLVANIA  
RESOLUTION NO. 7-2012

A RESOLUTION OF THE MANHEIM BOROUGH AUTHORITY,  
LANCASTER COUNTY, PENNSYLVANIA, ADOPTING RULES OF  
ORDER TO GOVERN THE MANNER AND CONDUCT OF PUBLIC  
AUTHORITY MEETINGS.

**WHEREAS**, Section 710 of the Sunshine Law, 65 Pa. C.S. Sections 701-716 (as amended, the “Sunshine Law”), authorizes public agencies to adopt rules and regulations to govern the conduct of meetings and maintenance of order; and

**WHEREAS**, The Municipality Authorities Act, 53 Pa.C.S. §§ 5601-5623, authorizes a Municipal Authority to adopt reasonable rules and regulations; and

**WHEREAS**, Manheim Borough Authority (the “Authority”) wishes to encourage public participation in its meetings while preserving an orderly and effective public meeting; and

**WHEREAS**, in furtherance of said purpose, the Board of the Authority has created a Policy And Rules Governing Public Participation At Public Meetings Of The Manheim Borough Authority.

**NOW, THEREFORE, BE IT RESOLVED**, by the Manheim Borough Authority, Lancaster County, Pennsylvania that the “Policy And Rules Governing Public Participation At Public Meetings Of Manheim Borough Authority,” as presented at this meeting, are hereby approved in the form attached hereto, incorporated by reference and labeled Exhibit A.

**IN WITNESS WHEREOF**, this Resolution is approved and adopted the 38<sup>th</sup> day of August, 2012.

MANHEIM BOROUGH AUTHORITY

By: \_\_\_\_\_

Attest: \_\_\_\_\_

CERTIFICATE OF SECRETARY

I HEREBY CERTIFY that I am the Secretary of Manheim Borough Authority and that Resolution No. 7-2012, a true and correct copy of which is attached hereto, was duly adopted on Cw wv'38, 4234 and remains in full force and effect on the date hereof.

IN WITNESS WHEREOF, this Certificate is executed the 38<sup>y</sup> day of August, 2012.

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Secretary

**EXHIBIT A**

**MANHEIM BOROUGH AUTHORITY**

**POLICY AND RULES GOVERNING PUBLIC  
PARTICIPATION AT PUBLIC MEETINGS  
OF MANHEIM BOROUGH AUTHORITY**

It is the policy of the Board of Manheim Borough Authority to encourage public participation, inasmuch as it provides the Board with an important source of ideas as well as informs the Board of any concerns which residents or customers in the service area may have. The Board does reserve the right, however, to limit the amount of time allotted for public discussion of any particular speaker(s) and/or issue(s), in the interest of preserving an orderly and effective public meeting.

Members of the public are welcome to further express their concerns to the Board in written communications. Written concerns shall be addressed to the Authority in care of the Executive Director. The Executive Director shall make copies of all such written communications and correspondence and provide copies to each Board member at or before the next scheduled Board meeting.

In order to permit fair and orderly expressions of public comments, the Board will provide a period of public participation at every public meeting of the Board. The Board has formulated the rules set forth herein to govern such public participation in Board meetings.

The presiding officer at each public Board meeting will follow the rules of the Board for the conduct of public meetings in accordance with this Policy.

The presiding officer shall be guided by the following rules:

1. The Board requires that public participants shall be either taxpayers or residents of the Borough of Manheim or ratepayers of the Authority in the Authority's service area, which includes the Borough of Manheim as well as Penn and Rapho Townships. The presiding officer may, at his or her discretion, permit others to participate.
2. Paper copies of the meeting agenda shall be available for distribution to the public at all public meetings and will be available at least fifteen minutes prior to the beginning of each meeting.
3. Residents and ratepayers requesting the opportunity to address the Board must register their intentions on the meeting sign-in sheet no later than the starting time of each scheduled meeting. On the sign-in sheet, participants must provide their name, address, group affiliation (if any) and whether they are a resident of the Borough of Manheim or a ratepayer of the Authority.
4. Before speaking, public participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address,

group affiliation (if any), and whether they are a ratepayer or a resident of a member municipality.

5. There will be a three minute limit for each person who wishes to speak. Until all citizens who wish to speak at the public comment meeting have had an opportunity to do so, no one may speak twice. Any person who is representing a group should identify the group they are representing. The presiding officer, at his discretion, shall have the right to allow a representative of the group to speak for longer than the three minute limit if others in the group designate such person as their spokesperson.
6. Depending on the time, the presiding officer, at his discretion, may allow a participant to speak again for no more than an additional two minute period.
7. The presiding officer will require that all persons present are treated with courtesy, dignity and respect. All persons present shall conduct themselves with appropriate decorum and no shouting, cursing or foul language, personal insults or defamatory statements shall be permitted. Interruption of any person while speaking, shall not be permitted.
8. The presiding officer may interrupt or terminate a participant's statement where the statement is too lengthy, personally directed, abusive, obscene or irrelevant. The presiding officer may also eject a disorderly person when that person's conduct violates this Policy and interferes with the orderly progress of meetings and may request the assistance of law enforcement officers in doing so.
9. The presiding officer may waive these rules with the approval of a majority of those Board members present.
10. The Board will provide for two public comment periods at each meeting. The first public comment period shown on the agenda shall be for those persons who wish to address the Board with respect to agenda items. Comments on non-agenda items shall be addressed at the second public comment period at the end of the meeting.