

**CHARLESTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 1068-2025

**A RESOLUTION ESTABLISHING ORDER OF BUSINESS AND PUBLIC
PARTICIPATION POLICY FOR ALL CHARLESTOWN TOWNSHIP
BOARD OF SUPERVISORS MEETINGS**

BE IT RESOLVED, that all regular and special meetings of the Charlestown Township Board of Supervisors shall be conducted according to the following order of business:

- Call to Order
- Announcements
- Citizen's Forum (Non-Agenda Items)
- Approvals
 - Minutes
 - Treasurer's Report
 - Accounts Payable Report
- Reports
- Old Business
- New Business
- Other Business
- Adjournment

BE IT FURTHER RESOLVED, that the meeting agenda for any regular or special meeting will be available to the general public a minimum of twenty-four (24) hours prior to such meeting on the Township's public website and inside the Township Office as required by the Pennsylvania Sunshine Act.

BE IT FURTHER RESOLVED, that citizen placement on a meeting agenda requires a written request, detailing the subject matter, submitted to the Township Manager seven (7) days preceding the public meeting. Such placement on the agenda shall be at the discretion of the Township Manager.

BE IT FURTHER RESOLVED, that recording devices may be used to record all proceedings provided that video devices, handheld only, are located in the rear of the room behind all seating and not in the path of egress.

BE IT FURTHER RESOLVED, that Public Comment at regular or special meetings shall be governed by the following rules:

- 1) A public comment period shall be held at the beginning of each meeting for individuals to make general comments for items not listed on the meeting agenda.
- 2) For items of official action on the meeting agenda, individuals may offer public comment before such action is taken; individuals must make the Chairperson aware of their desire to offer such comment.

- 3) Individuals wishing to make Public Comment shall be a resident or taxpayer of Charlestown Township.
- 4) A resident or taxpayer of Charlestown Township may designate legal counsel to represent them at Public Comment.
- 5) The Chairperson of the Board shall preside over the public comment period and may within their discretion:
 - a) Recognize individuals wishing to offer comment.
 - b) Require name and street address identification of such persons.
 - c) Allocate total available Public Comment time among all individuals wishing to comment.
 - d) Allocate up to a five (5) minute maximum for each individual to offer Public Comment at a meeting. Township Staff shall time comments and shall announce, "one minute remaining" and "time expired" to the Chair.
 - e) Rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or to prevent the conduct of the business of the meeting including the questioning of, or debating with, individual members of the Board.
- 6) If there is not enough time for Public Comment at a meeting, the Board, at its discretion, may defer the public comment period to a meeting held before the next regular or special meeting or until the next regular or special meeting.

RESOLVED this 6th day of January, 2025 by the Board of Supervisors of Charlestown Township.

**CHARLESTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Chairman

Charles Phelps

Vice-Chairman

[Signature]

Member

[Signature]

Member

ATTEST:

Christopher W. Heleniak

Christopher W. Heleniak, Secretary

Member