

**HALFMOON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

RESOLUTION 2026-15

**RESOLUTION ESTABLISHING RULES AND REGULATIONS FOR THE CONDUCT
OF PUBLIC MEETINGS OF THE HALFMOON TOWNSHIP BOARD OF
SUPERVISORS**

WHEREAS, the Halfmoon Township Board of Supervisors (the "Board") is an "agency" as defined under the Pennsylvania Sunshine Act, 65 Pa.C.S. §701 et seq.; and

WHEREAS, the Sunshine Act requires that official action and deliberations by the Board be conducted openly; and

WHEREAS, the Board desires to ensure that its public meetings are conducted in an orderly, efficient, and respectful manner that allows for public participation while enabling the Board to conduct Township business; and

WHEREAS, the Board utilizes Robert's Rules of Order (as revised) as a general guide for parliamentary procedure;

NOW, THEREFORE, BE IT RESOLVED that the Halfmoon Township Board of Supervisors, on the 14th day of May 2026, adopts Resolution 2026-15, and duly adopts said rules and regulations of public meetings which supersede any previous rules and regulations.

RESOLVED and adopted this 14th day of May 2026.

ATTEST:

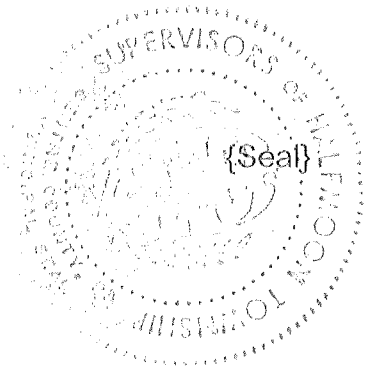


Amy M. Smith, Township Secretary

TOWNSHIP OF HALFMOON:



Chair



SECTION 1. PURPOSE AND SCOPE

This Resolution establishes rules and procedures governing the conduct of public meetings, including public comment, Board deliberation, decorum, and meeting protocol.

Public comment shall be limited to matters of concern, official action, or deliberations that are, or may come before, the Board.

SECTION 2. AUTHORITY OF THE CHAIR

The Chair, or presiding officer, shall preside over all meetings and enforce these rules.

The Chair shall recognize speakers and control the order of discussion, rule on procedural matters including Points of Order, and enforce established time limits and standards of decorum. The Chair is further authorized to interrupt or terminate comments that are irrelevant, repetitive, abusive, or disruptive, and to call for votes on motions not subject to debate. The Chair's rulings on procedural matters shall be final unless properly appealed in accordance with applicable parliamentary procedure.

SECTION 3. PUBLIC COMMENT

- A. General Provisions:** Public comments are intended for informational purposes only, and neither the Board nor staff are required to provide responses during the meeting. The Chair may, at their discretion, permit clarification when necessary. Additionally, the Board may direct staff to follow up on matters raised during public comment outside of the meeting.
- B. Public Comment Procedures:** Individuals wishing to speak must first be recognized by the Chair. Each speaker should state their name and residency status prior to offering comments, which must be directed to the Chair. Speakers shall be limited to three (3) minutes per comment period, unless the time is reduced, but not to less than two minutes, and in no event shall the time allotted exceed five (5) minutes. A timekeeper may be designated to ensure compliance with time limits.
- C. Order and Decorum:** To maintain an orderly meeting environment, certain behaviors are prohibited, including personal attacks, slander, or defamatory remarks; disruptive conduct or speaking out of turn; irrelevant or repetitive comments; and political campaigning. Any violation of these standards may result in the speaker being ruled out of order.
- D. Non-Residents:** Non-residents may be permitted to speak during public comment at the discretion of the Chair.
- E. Agenda Participation:** Any matters may be presented in public comment or submitted in writing to the Township Secretary for consideration of the Board of

Supervisors. At the discretion of the Board of Supervisors, any item may be added to an agenda in accordance with the Pennsylvania Sunshine Act.

SECTION 4. MEETING PROCEDURES

- A. Agenda Items Without Motion (Discussion Items):** For agenda items that do not require formal action, the Chair may open a public comment period at their discretion. The Chair will open Board discussion, and Board members shall be recognized by the Chair with all remarks proceeding through the Chair. Each Board member shall be allotted up to eight (8) minutes per speaking opportunity, and, when appropriate, may be granted an additional opportunity to speak.
- B. Agenda Items Requiring Motion:** For agenda items requiring formal action, the following procedure shall be observed. A motion must first be made and seconded, after which the Chair shall place the motion before the Board for consideration. A public comment period may be opened at the Chair's discretion. The Chair will open Board discussion and deliberation, and Board members shall be recognized by the Chair with remarks proceeding through the Chair. At the conclusion of Board discussion and deliberation, the Chair will subsequently call the question for a vote. Upon conclusion of the vote, the Chair shall announce the results and outline any necessary next steps.

SECTION 5. AMENDMENTS TO MOTIONS

Amendments to motions must be formally moved and seconded before consideration. Debate on any amendment shall be strictly limited to the substance of the amendment itself. Public comment shall not be reopened during the amendment process unless required. A vote shall be taken on the amendment prior to returning to consideration of the main motion.

SECTION 6. PARLIAMENTARY PROCEDURE

The Board shall follow *Robert's Rules of Order* as a guiding authority for conducting its meetings and maintaining orderly procedure.

- A. Point of Order:** A Point of Order may be raised by any member to address a perceived violation of procedural rules. Such a point must be raised promptly at the time the issue occurs. Upon recognition, the Chair shall rule on the matter, either sustaining or overruling the Point of Order.
- B. Motions Not Subject to Debate:** Certain motions shall not be subject to debate. These include, but are not limited to, motions to adjourn, recess, lay on the table, and call for the previous question, which requires a two-thirds vote. Additional non-debatable motions include motions to limit or extend debate, call for the orders of the day, raise a point of order, make a parliamentary inquiry, and request information.

SECTION 7. CONDUCT AND DECORUM

All participants shall maintain a standard of respect and professionalism throughout the proceedings. Board members shall refrain from engaging in arguments with members of the public. All communication during the meeting shall be directed through the Chair, who retains the authority to intervene at any time to preserve order and ensure proper decorum.

SECTION 8. RECORDING OF MEETINGS

Recording devices are permitted during meetings, provided they adhere to specific guidelines. Such devices must not disrupt the proceedings, must remain within designated areas, and may not be moved during the meeting. Recording is strictly prohibited during recesses, executive sessions, or before and after the official meeting. Additionally, private conversations may not be recorded under any circumstances. Any violation of these rules may result in the removal of recording privileges.

SECTION 9. WORK SESSIONS AND COMMITTEE MEETINGS

Work sessions and committee meetings shall be conducted for informational purposes only and shall not include the taking of formal votes. Public comment during such meetings may be limited or deferred at the discretion of the Chair, and reasonable time limits may be imposed as necessary to ensure the orderly conduct of business.

SECTION 10. AMENDMENTS

The Board may amend these Rules and Regulations as necessary to ensure compliance with applicable laws and orderly meeting conduct.

SECTION 11. POSTING

These Rules and Regulations shall be publicly posted at the Township Municipal Building.

SECTION 12. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.