

**TOWNSHP OF SHAMOKIN
NORTHUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2008-5

WHEREAS, the Board of Supervisors of Shamokin Township, located in Northumberland County, Pennsylvania, constitutes the chief governing body of Shamokin Township; and

WHEREAS, the Board of Supervisors deems it necessary to enact a Meeting Policy to ensure that meetings are orderly and productive, and to comply with the Sunshine Law.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of Shamokin Township hereby adopt the following Meeting Policy:

1. Agenda.

All regular and special meetings of Shamokin Township shall be conducted according to the following order of business:

Code of Order:

- (a) Pledge of Allegiance
- (b) Secretary's Report
- (c) Treasurer's Report
- (d) Solicitor's Report
- (e) Roadmaster's Report
- (f) Old Business
- (g) New Business
- (h) Public Comment
- (j) Adjournment.

2. Public Comment.

Public comment at regular or special meetings shall be governed by the following rules and regulations:

1. A period of public comment shall be held at each meeting either before each official action is taken by the Board or at the end of the meeting.
2. The Chairman of the Board shall preside over the public comment. It may within its discretion:
 - (a) Recognize individuals wishes to offer comment.
 - (b) Require identification of such persons.
 - (c) Allocate available time among individuals wishing to comment.
 - (d) Rule out of order slanderous, impertinent, and redundant, or any comments wherein the discernable purpose of which is to disrupt or prevent the conduct of the business of the meeting.
3. Following the period of public comment, the Board may in its discretion respond to any of the public comments.
4. If there is not enough time for public comment at a meeting, the Board of Supervisors, at its discretion, may defer the public comment to a meeting held before the next regular or special meeting or until the next regular or special meeting.

4. Administrative Meetings.

The Board of Supervisors, at its discretion, may meet to take administrative action in private. Administrative action is defined as the execution of policies that were previously adopted by the Board at an open public meeting. For example, if the Board plans to vote on whether to install a sewer system in the Township, that vote is considered official action and must take place at a public meeting. However, once that official action is taken, the administrative details of carrying out such

project, such as scheduling construction workers and working with the engineers, do not have to be discussed in public.

5. Executive Sessions.

The Board of Supervisors, at its discretion, may hold an executive session which do not need to be open to the public. The Township may hold an executive session for any of the reasons set forth in Section 708 of the Sunshine Law, including but not limited to, personnel issues, employment related issues, real estate transactions, litigation, and to consider other business protected by the confidentiality provisions of various laws and court decisions.

The Board of Supervisors shall announce their reason for holding an executive session at the open meeting held immediately before or after the executive session. However, details of the session need not be provided. All official action must be taken at a public meeting.

6. Informational Sessions.

The Board of Supervisors may, in its discretion, meet from time to time to hold informational sessions. The purpose of the informational meeting shall be for the Board to be briefed on a particular issue. The Board shall not deliberate and/or take any official action at the informational session. The public must be advised that the informational session was held and the overall subject matter discussed at the next public meeting.

7. Special Meetings.

The Board of Supervisors may, in its discretion, hold a special meeting. A special meeting is defined as a meeting scheduled by the Board of Supervisors after the Township's regular schedule of meetings has been established. Public notice of such meeting shall be given at least twenty-four (24) hours before the meeting or hearing.

8. Emergency Meetings.

The Township may, in its discretion, call an emergency meeting for any purpose dealing with a real or potential emergency involving a clear and present danger to life or property. No prior notice of an emergency meeting needs to be given to the public. However, the Board will advise that an emergency meeting was held and the overall subject matter at the next public meeting.

9. Cancellations.

The Board of Supervisors, may in its discretion, cancel any regular or special meeting. The Board shall give the public notice of the cancellation by giving twenty-four (24) hours notice in the newspaper if time is permitted, posting the announcement at the Township building, posting an announcement on the Township's website and having the same announced on the local radio station.

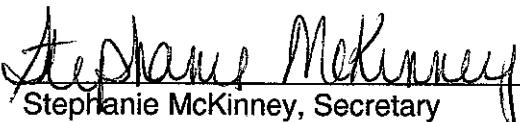
10. Questionable Issues.

Any questionable issues involving the Pennsylvania Sunshine Act should be reviewed by the Solicitor.

11. Posting.

A copy of this policy shall be posted in a conspicuous place at the Township building and shall be posted on the Township's website.

ATTEST:


Stephanie McKinney, Secretary

SHAMOKIN TOWNSHIP
BOARD OF SUPERVISORS


Thomas Carl – Chairman


Gregory Rachau – Vice-Chairman


John Klinger – Supervisor