

**CITY OF LOCK HAVEN  
RESOLUTION NO. 1336  
ESTABLISHING THE RULES FOR PUBLIC MEETINGS**

- WHEREAS, the Third Class City Code subsection 11004.(c) provides that City Council may determine and adopt rules for procedure and conduct of business; and
- WHEREAS, the Pennsylvania Sunshine Act provides that agencies are permitted to establish rules to oversee public participation in meetings of Council; and
- WHEREAS, the Commonwealth Court has reaffirmed the imposing of reasonable time limits on residents' comments during the public comment period (*Sklaroff v. Abington*, 2017);

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the City of Lock Haven does resolve the rules of conduct for all public meetings over which it presides as follows:

1. Persons entering the meeting should sign the attendance sheet including their full name and address.
2. Speakers addressing City Council during the public comment period or during a public meeting will be and be asked to state their name and address for the meeting record. If representing an organization, the speaker will be asked to name the organization. Groups may wish to appoint a speaker to address Council. Each speaker will be limited to three minutes, which is the amount of time determined by the interpretation of the Sunshine Act by the Office of Open Records as "a common limit and may be more than enough at most public meetings."
3. On any matter coming before Council for its consideration, twenty minutes for comments on any matter will be the combined maximum of residents' comments. If many residents are present to discuss a topic, the Mayor, or Vice President of Council in the Mayor's absence, has the discretion to recognize each resident to speak only one time during the maximum twenty-minute time period.
4. Statements or letters presented or read to Council may not be entered into the minutes in part or in whole. Letters or statements made in anonymity will not be included in public discussion or the minutes.
5. Members of the public may record or videotape all portions of City Council meetings that are open to the public, provided that their actions do not disturb or interrupt the proceedings. The recording or videotaping must be conducted from the participant's seat or the area designated by the City for recording and must be publicly announced prior to commencing the records to comply with appropriate State law.
6. City officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, personal insults, and attacks or any conduct that disrupts the flow of business is considered to be out of order. At the discretion of the majority of City Council

present plus one, disruptive individuals shall be subject to removal from the public meeting for disturbing the peace by inhibiting Council to conduct municipal business at a regular or special meeting.

7. Further, speakers should make an effort to be concise and focused in their remarks. The Mayor, or Vice President of Council in the Mayor's absence, may ask a speaker to conclude remarks at any time if the remarks become repetitive or disorderly.
8. Furthermore, the Mayor, or Vice President of Council in the Mayor's absence, has the discretion to allow speakers to continue beyond the maximum time provided and, if over the time period, may ask speakers to summarize or conclude their remarks. If the Mayor, or Vice President of Council in the Mayor's absence, decides not to provide additional time, Council, by a vote of a majority of those present plus one, may override the time limitation.

ADOPTED by the Council of the City of Lock Haven this first day of April 2019.

ATTEST:

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Gregory Wilson, City Manager

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William E. Baney, III, Mayor