

TOWNSHIP OF LOWER MACUNGIE
TRAFFIC IMPACT FEE ADVISORY COMMITTEE

RULES AND REGULATIONS FOR THE CONDUCT OF PUBLIC
MEETINGS PURSUANT TO THE SUNSHINE ACT

Adopted May 19, 2009

The Lower Macungie Township Traffic Impact Fee Advisory Committee (the Committee) hereby adopts the following rules and regulations for the conduct of its public meetings.

1. An agenda shall be prepared in advance of all public meetings. Whenever possible, it shall be posted on the Township's website prior to the scheduled public meeting.
2. All individual requests to be placed on the meeting agenda shall be made at least one (1) week prior to the scheduled public meeting. No person shall be placed on the agenda outside of this time period without specific direction from the Committee chairperson.
3. General Public Comment At the beginning of the agenda for each public meeting, time shall be set aside for persons having an interest in the work of the Committee to comment on Committee-related topics not on the meeting agenda. Unless otherwise permitted by the Committee, comments shall be limited to three (3) minutes. Persons making comments shall announce their name and residence, or name and affiliation if representing an organization or firm.
4. Public Comment on Agenda Items The Committee will take public comment during the meeting on those agenda items requiring official action. The Sunshine Act defines official action as "recommendations made by an agency pursuant to statute, ordinance or executive order; the establishment of policy by an agency; decisions on agency business; or vote on any motion, proposal, resolution, rule, regulation, ordinance or report." Unless otherwise permitted by the Committee, public comments on agenda items shall be limited to no more than three (3) minutes.
5. General Conduct for Public Comment
 - a. Speakers shall comment only after being recognized by the Chairperson conducting the meeting.
 - b. Persons making comments shall announce their name and residence, or name and affiliation if representing an organization or firm.

- c. The Chairperson may rule as out of order any scandalous comment, impertinent and redundant comments, and/or any comments designed to disrupt the proceedings of the meeting.
 - d. Public comments shall not contain personal attacks and shall not consist of or become arguments between meeting attendees.
- 6. When a group of persons wishes to address the Committee on the same subject matter, the Committee may request that a spokesperson be chosen by the group to address the Committee so as to avoid unnecessary repetition.
- 7. In the event that there is insufficient time for public comment, the Committee, at its discretion, may continue the public comment to the next regular meeting or to a special meeting occurring in advance of the next regular public meeting.
- 8. Anyone wishing to use audio, video or stenographic recorders to record a meeting shall announce their intention to do so during the public comment part of the meeting and shall do so in a manner which will not interfere in any way with the activities of the Committee or of the general public to observe or participate in the public meeting. The Committee reserves the right to designate a specific area for the use of any such recording equipment.
- 9. Draft meeting minutes will not be posted on the Township's website prior to the meeting at which they are scheduled for approval, however, draft meeting minutes will be made available at the meeting at which they are scheduled for approval.