

**RESOLUTION 2022-06**

**LANCASTER TOWNSHIP BUTLER  
COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF LANCASTER TOWNSHIP, BUTLER,  
COUNTY, PENNSYLVANIA, TO ADOPT RULES OF DECORUM DURING PUBLIC  
MEETINGS**

**WHEREAS**, the Board of Supervisors of Lancaster Township (the “Board”) embraces, supports and protects open government and the public’s right to be fully informed of the actions of the Board; and

**WHEREAS**, meetings of the Board constitute a government process with important government purposes; and

**WHEREAS**, the Board has an agenda that must be addressed and dealt with in order to make decisions on important matters affecting the community and members of the public; and

**WHEREAS**, conduct that disturbs, disrupts or otherwise impedes the orderly conduct of meetings may prevent the Board from accomplishing the peoples’ business in a reasonably efficient manner and may interfere with the rights of the public to observe the functioning of their government; and

**WHEREAS**, the Board believes it is important to the orderly conduct of the business and affairs of Lancaster Township that the Board establish rules of decorum for citizens, representatives of the media, and other visitors to ensure order is maintained and the deliberative process of the Board is encouraged.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Lancaster Township, Butler County, Pennsylvania as follows:

The Board adopts the following rules of decorum during public meetings to assist in the orderly deliberation of matters affecting the Township and its citizens.

**PROVISIONS:**

**A. General Guidelines**

The Township has numerous public meetings such as Board of Supervisor Business Meetings, Board of Supervisor Agenda Preparation Meetings, Special Meetings, etc. (hereinafter “Public Meetings”). In order to safeguard participatory democracy in the Lancaster Township, all persons attending Public Meetings in Lancaster Township should strive to:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate

## B. Rules of Decorum

1. Public participation should be limited to the designated comments periods, before or after the meeting, or if specifically called upon by the Board Chair.
2. No person attending Public Meetings shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
3. All remarks by members of the public shall be addressed to the Chair of the Board and not to any other member of the public or to any single Board Member, or Staff Member unless in response to a question from that Member.
4. Speakers shall not make personal, impertinent, slanderous, or profane remarks to any member of the Board, staff, or general public. Any person who makes such remarks, or who utters loud, threatening, personal, or abusive language or engages in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the Chair of the Board or a majority of the Board, be cautioned or ejected and barred from further audience before the Board during that meeting.
5. All persons attending Public Meetings shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the meeting.
6. All persons attending Public Meetings shall obey any lawful order of the Chair of the Board to enforce the Rules of Decorum.

## C. Enforcement of the Rules of Decorum

1. The Chair of the Board shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
2. In the event that any person breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Chair of the Board shall request that person to cease the offending conduct.
3. If any person continues to breach the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Presiding Officer to cease the offending conduct, the Chair of the Board may order that person to leave the Public Meeting.
4. If any person refuses to leave the Public Meeting following an order from the Chair of the Board to do so, the Presiding Officer may order any law enforcement officer on duty to remove that person from the Public Meeting.

## D. Media Presence in Meetings

1. Video recording devices and any related equipment and still photography equipment may be set up only in designated areas. In order to limit disruptions, the operator must have completed setup of a videotape recorder and any related equipment or still photography equipment by no less than 10 minutes prior to the official start time of the public meeting.
2. The operator may not disrupt the public meeting with recording equipment. The operator may not set up or use the videotape recorder or equipment in such a way as to block or obstruct the view or access of other members of the public. The operator may not continually exit and re-enter the meeting room, or move around within the meeting room, during the public meeting. The operator must remain with the videotape recorder

- and equipment while operating the equipment.
3. Microphones or other pickup devices shall be integrated into the recording device. No microphones or audio recording devices are permitted to be placed on a table utilized by the Board.
  4. Supplemental lighting for video recording devices is not permitted.
  5. Audio recording devices may be used in any of the rows of chairs provided for use by the public; however, the owner or user of such devices shall keep the devices at the seat they occupy or an adjacent chair if sufficient space is available to accommodate all members of the public attending the meeting. Operators of audio recording devices and equipment must remain seated while operating their equipment.

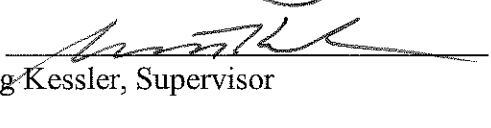
**THEREFORE**, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above meeting decorum guideline resolution supersedes all other related documents, whether adopted by resolution, ordinance, or ordinance amendment.

REVISED AND ENACTED this 17th day of January, 2022.

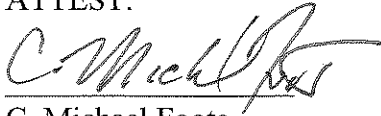
LANCASTER TOWNSHIP  
BOARD OF SUPERVISORS

By:   
Joseph D. Plesniak, Supervisor

By:   
Timothy S. Zinkham, Supervisor

By:   
Greg Kessler, Supervisor

ATTEST:



C. Michael Foote  
Township Manager, Secretary, Treasure