



**POLICY AND PROCEDURES FOR MEETINGS OF THE BOARD OF COMMISSIONERS  
AND ITS COMMITTEES**

**TOWNSHIP OF ABINGTON,  
MONTGOMERY COUNTY, PENNSYLVANIA**

**SUBMITTED BY  
THE OFFICE OF THE TOWNSHIP MANAGER**

**Richard J. Manfredi, Township Manager**



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**TOWNSHIP OF ABINGTON  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 21-029**

**A RESOLUTION SETTING FORTH POLICY AND PROCEDURES FOR MEETINGS OF THE  
BOARD OF COMMISSIONERS AND ITS COMMITTEES**

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**I. BACKGROUND**

The Township of Abington's Office of the Township Manager is responsible, in part, for assuring that laws and policies of the Commonwealth of Pennsylvania and Township Board of Commissioners are executed as prescribed. Compliance with the open meeting requirements of the Sunshine Act and increasing public communications and public participation are keystones for how the Township conducts business and demonstrates to citizens that these responsibilities are being met in their best interest.

Citizen education and engagement requires truthfulness, openness, and participation. The Township is continuing to evolve and improve the public policy process. This Policy establishes clear and consistent guidance for how the Township reviews, considers, and promulgates public policy, and how the Township processes public comments, and is establishing a standard for public comment and public participation by and with the Township Board of Commissioners.

**II. THIS POLICY IN RELATIONSHIP TO THE PA SUNSHINE ACT**

It is and shall be the practice of the Township of Abington's Board of Commissioners to abide by this policy, and adhere to 65 Pa. C.S. §§ 701 et seq. as amended by Act of June 30, 2011, No. 56, and as may be amended from time to time by the Commonwealth of Pennsylvania General Assembly; more commonly known as the Sunshine Act. Nothing written herein shall conflict with the Sunshine Act.

**III. GENERAL POLICY STATEMENT**

Any and all public notice(s) issued by the Township shall, at a minimum, follow legal requirements and otherwise ensure that sufficient information is provided to assist the public in determining the potential impacts of the Board of Commissioners decision-making. The Office of the Township Manager may utilize any and all digital and non-digital tools allowed by law to communicate public information and announcements in ensuring adequate public notice of any matter to come before the



Board of Commissioners. The Township may use local media, the Township website, government access channel, various social media outlets, any electronic notice or print based system. Such use of digital and non-digital tools will be in addition to legal requirements set forth in the Sunshine Act, such as advertising hearings in a newspaper of general circulation within the Township.

The Township Manager, Township Secretary, the various Department Directors, and staff directly and indirectly responsible to the Township Manager, shall encourage public participation. Public participation tools available for department staff include, but are not limited to, public information meetings, informal meetings, and advertisement tools as described above. Public information meetings and informal meetings by the Board of Commissioners or it's duly created Committees are strongly encouraged.

#### IV. MEETING FORMATS

##### A. Public Meetings

1. *Regular, Special, Standing Committee and Ad Hoc Committee Meetings of the Board of Commissioners*

a. Rules of Order

1.) Except as otherwise required by law or Township code, all proceedings shall be governed by these rules of order. Formal inquiries on the law regarding procedural matters shall be rendered by the Township Solicitor not contained in these rules of order. Formal inquiries on this policy and it's procedures shall be made to the Township Manager or Township Secretary.

2.) The Board of Commissioners shall *be governed* by the Rules of Order established by this policy and may reference and use the latest version of Roberts Rules of Order as a guide in points of order.

3.) The Presiding Officer shall have the authority to exercise discretion on the conduct of the meeting and the rules and procedures, provided that no such change violates the Sunshine Act or other laws of the Commonwealth.

4.) In a roll call vote, the order will be at the discretion of the Presiding Officer.

b. Agenda

1.) *Preparation*

a.) The Township Manager shall prepare the Board of Commissioner and the Board of Commissioner duly appointed Standing and Ad Hoc Committee agendas in advance of the meeting. The Township Manager shall finalize the agenda and may seek the advice of the



President of the Board of Commissioners. In preparation of the Board of Commissioner Committee meetings, the Township Manager shall finalize the agenda and may seek the advice of the Chair of the respective Committee; provided that seeking such advice does not delay finalizing the agenda and distributing the agenda to the Board Members as prescribed in this policy or delay providing public notice as prescribed in law or policy.

b.) The Township Manager shall prepare the agenda for all meeting(s) based upon the agenda items meeting the following criteria:

1. Deliberation(s) or Action(s) at a duly advertised public Board of Commissioner's Regular, Standing, or Ad-hoc Committee meeting or action required by the Township Manager in the conduct of the day to day policy and departmental business of the Township, and;
2. Action items that have been reported out of a Committee by a majority vote of the committee for action by the full Board of Commissioners.
  1. When a matter has been referred to Committee for consideration, the respective Committee shall report the matter out of Committee within 60 days of the matter being referred by the Board to the Committee or within 60 days of the Township Manager placing the matter on the agenda for committee consideration.

c.) All items on the agenda shall be accompanied by supporting documentation. The agenda and supporting information or executive summary shall, whenever possible, be made available to each member of the Board of Commissioners on or before 7:00 p.m., seven calendar days preceding a regularly scheduled Board of Commissioners meeting, or at least 24 hours in advance of any special meeting.

## *2.) Additions or Deletions to the Agenda by Board Members*

- a.) Once an agenda is finalized by the Township Manager in accordance with this policy, items may only be added or deleted to the agenda at the start of a duly advertised public meeting by a majority vote of the Board of Commissioners or the respective Board Standing or Ad-hoc Committee. Items added are to be



limited to emergencies, herein defined as affecting the public's safety, or time-sensitive items of a major significance affecting Township operations.

### 3.) *Distribution and Public Notice*

a.) The Township Manager, or his designee, shall distribute the draft tentative public agenda to the respective Board or Board Standing or Ad-Hoc Committee by 7:00 pm, seven calendar days immediately prior to the regularly scheduled public Committee or Board of Commissioner meeting date.

b.) Copies of the agenda and *germane and relevant supporting documents* will be duly and publicly posted electronically as appropriate and in accordance with legal public notice requirements, and at those locations that the Board of Commissioners may from time to time require. *The posting of the Board agenda and supporting documents shall occur no more than 24 hours after distribution to the Board of Commissioners.*

### c. Quorum and Order of Business for All Public Meetings

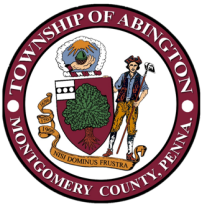
1.) A quorum of Board of Commissioner Members or Board Committee members shall be present at the hour called to order by the Presiding Officer, to convene the meeting and proceed to business.

2.) Should a quorum be assembled at the hour appointed, and the President or Chair be absent, the Vice-President or Vice Chair shall serve as presiding officer during the meeting, or until the Chair shall appear. In the event that the President or Chair and the Vice-President or Vice-Chair is not present, a member selected by the President shall conduct the meeting until the President or Vice- President arrives. The appropriate member as described above conducting the meeting, shall be the Presiding Officer for the meeting or the portion of the meeting the presiding officer is not present.

3.) If a quorum is not present at the time a meeting is scheduled to begin, the meeting shall not be called to order until a quorum is present.

4.) The order by which Township business shall be conducted at duly advertised regular Board of Commissioner Committee meetings is:

1. Call to Order
2. Consider approval of Minutes
3. Unfinished Business
4. New Business
5. Public Comment on Non-Agenda Items Only
6. Adjournment



5.) The order by which Township business shall be conducted at duly advertised regular Board of Commissioners working session is:

1. Call to Order
2. Consider approval of Minutes
3. Public Comment on Agenda Items
4. Unfinished Business
5. New Business
6. Adjournment

6.) The order by which Township business shall be conducted at duly advertised regular public Board of Commissioners meetings is:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment on Agenda Items only
5. Consent Agenda:
  - i. Consent Agenda items of business and matters listed under the Consent Agenda are considered to be routine or non-controversial and will be enacted by one motion and one vote. There will be no separate discussion of these items. If Board of Commission Members desires discussion, that item is to be identified by the Commission member and will be removed from the Consent Agenda and will be considered separately at the appropriate place on the Agenda.
6. Unfinished Business
7. New Business
8. Public Comment on Non-Agenda Items
9. Adjournment

d. Public Participation at Board of Commissioner Public Meetings

The Township shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law. The rules for public participation are to be strictly adhered to.



## 1.) Public Comment for Public Meetings

*a.) Standing Committee Meetings:* Public Comment at Committee meetings shall be: (1) after an agenda item has been moved by a Member of the Committee, seconded and upon call of the Chair for public comment prior to a vote by the Committee, and (2) Prior to adjournment of the Meeting.

1. The Public shall have three (3) minutes to provide germane public comment on the agenda item to be voted upon. The Presiding Officer shall have the discretion to add time for a commenter during the public comment period for additional public comment.

2. The Public shall have three (3) minutes to provide public comment on non-agenda items that relate to the scope of the committee's purpose. The Presiding Officer shall have the discretion to add time for a commenter during the public comment period for additional public comment.

3. Comments submitted in writing any time during the official public comment period carry the same weight as oral commentary presented at a public hearing or meeting. For that reason, commenters shall not read written comments in their entirety to have them become part of the record. Commenters are encouraged to verbally summarize their written statement.

*b.) Board of Commissioners Working Sessions:* Public Comment at Board of Commissioners Working Sessions shall be prior to unfinished or new business agenda items being considered and upon call of the Presiding Officer for public comment.

1. The Public shall have five (5) minutes to provide germane public comment on agenda items to be voted upon. The Presiding Officer shall have the discretion to request additional written public comment if the matter is to be referred to a Standing or Ad-hoc Committee or add time during the public comment period to take testimony or additional public comment.

2. Comments submitted in writing any time during the official public comment period carries the same weight as oral commentary presented at a public hearing or meeting. For that reason, commenters are not to read written comments in their entirety to have them become part of the record. Commenters are encouraged to verbally summarize their written statement.

*c.) Board of Commissioner Regular and Special Public Meetings:* Public Comment at Board of Commissioner meetings shall be prior to unfinished or new business agenda items being considered, and upon call of the Presiding Officer for public comment.





1. The Public shall have three (3) minutes to provide germane public comment on agenda items to be voted upon.

2. Comments submitted in writing any time during the official public comment period carries the same weight as oral commentary presented at a public hearing or meeting. For that reason, commenters are not to read written comments in their entirety to have them become part of the record. Commenters are encouraged to verbally summarize their written statement.

## 2.) Public Participation Policy

When asking a question during the public comment period, questions are to be stated to the Presiding Officer after all commenters have spoken and each commenter shall:

- Direct their comments to the Presiding Officer;
- Speak from the podium or into a microphone designated by the presiding officer;
- State their name for the record;
- Either orally or in writing announce if they are a resident or property owner of the Township for the record;
- Each commenter when speaking to a specific agenda item, shall keep their comments relative to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Township of Abington, Montgomery County, Pennsylvania.
- Be seated after speaking or upon the request of the presiding officer;
- Commenters may not yield their time to other commenters
- Not engage in debate, dialogue or discussion;
- Not disrupt the public meeting, and;
- Exercise restraint and sound judgement in avoiding the use of profane language, and the maligning of others.

## e. Minutes

### 1.) Preservation of Records

- a.) The Township Board of Commissioners may appoint a Recording Secretary to serve as minute-taker at the public meetings of the Township Board of Commissioners and its Board Committees.



2.) Minutes shall show:

- a.) Date, place, and time of meeting.
- b.) A list of all Board of Commissioner Members present, ensuring that member late arrivals are recognized and not penalized should they not miss a vote.
- c.) The accurate wording of motions.
- d.) The *general substance* of all official actions.
- e.) The name of the member who moved for the adoption of a motion, and the name of the member who seconded the motion.
- f.) A record of all negative votes as well as any defeated motions.
- g.) A *general record* of all public comments.
- h.) The hour of adjournment.

3.) Audio and Video Recordings: The written minutes of the Board of Commissioners meetings shall be the sole official record of public meetings. Audio or video recordings of the meetings of the Board of Commissioners *may* be produced to assist the Recording Secretary in the compilation of minutes.

- a.) Audio or video recordings of the Board of Commissioner meetings, if any are made for the sole purpose of assisting in the accurate production of the official written minutes of the board, may be discarded after the Board of Commissioners approves that meeting's minutes.

(NOTE: This section does not apply to video(s) produced for the purpose of broadcasting public meetings of the Board of Commissioners to the Public. Videos of the Public Board of Commissioners meetings would only be discarded by a vote of the Board of Commissioners at a public meeting.)

2. *Special Meetings of the Board of Commissioners*

a. Guidelines

Guidelines and procedures for the management of a public hearing shall be:

1. The presiding officer will clearly announce any specific rules and introduce all Township Officials and employees present prior to proceeding.
2. People who have pre-registered to comment will be called in the order they registered. A registration sheet will be provided at the entrance of each meeting. If the meeting is in an online format, an online survey will be available for individuals to register. After those commenters have spoken, and as time allows, other people who wish to comment will be called in the order they signed in.
3. Commenters who are not present when called may be called again at the conclusion of all other testimony, should time permit.
4. Comment is limited to no more than five minutes for each person.
5. Commenters may not yield their time to other commenters; organizations are requested to designate one person to present comments on its behalf.



6. Commenters may refer to charts, graphs, and other non-offensive relevant visual aids that can be reasonably included in the record, but may not use signs, props, advertisements or unapproved videos while providing comments. Commenters may not submit physical evidence.
7. Each commenter is asked, but not required, to submit copies of his or her comments to aid in transcribing and so that comments are appropriately addressed in the Comment-Response Document, when applicable.
8. To aid in accurately transcribing the hearing or meeting, it is important that attendees and participants remain quiet and not interrupt proceedings while comment is being presented. **Participants and attendees acknowledge that any interruptions or disruptions during the public comment period while someone else has the floor may result in immediate dismissal from the meeting.**
9. Commenters should begin by stating their name and if they are a Township resident or property owner prior to making comment. Spelling of names is recommended to ensure the transcription is as accurate as possible. Identification is necessary for both pre-registered and non-registered individuals. To protect the identity and personal safety of a commenter the exact street location of residence or business is not required to be stated publicly.
10. The purpose of a public hearing or a meeting of an appointed board, commission, or council is to receive comments. Township elected officials, appointed officials or Township employees will not address questions during such meetings. The presiding officer may allot time to address questions before or after the public hearing or meeting or schedule a public information or informal meeting.

Comments submitted in writing any time during the official public comment period carry the same weight as oral commentary presented at a public hearing or meeting. For that reason, commenters are not to read written comments in their entirety to have them become part of the record. Commenters are encouraged to verbally summarize their written statement.

#### b. Meeting Types

##### 1.) Public Hearings

Public hearings are *formal* proceedings that afford the public the opportunity to provide oral testimony and comment on a specified matter of Township business being considered. All written comments submitted in writing in advance of a hearing will have equal weight to those comments given orally at the hearing.

The Township will follow all applicable statutory and regulatory requirements in scheduling a hearing, including providing the public with adequate information about the proposed activity and notice at least two weeks in



advance of the hearing, if not otherwise specified in statute, ordinance, or resolution.

*a.) Notice of Scheduling or Cancellation of a Public Hearing*

The Township will provide notice as required by the First-Class Township Code, Sunshine Act and related laws of the Commonwealth. If a hearing is scheduled, a notice of the hearing will be published in a *newspaper of general circulation within the Township* and posted on the Township website. The Township may postpone a public hearing in the event of inclement weather or other unforeseen factors that may make holding the hearing impractical or may prevent the public, elected officials, or appointed officials from participating.

*b.) Web-based and Internet Enabled Public Hearings*

When permissible under relevant statutes or regulations, the Township may use web-based or internet enabled systems as a platform for public hearings. Such hearings are subject to the same forms of public notice as traditional public hearings and will adhere to the guidelines found in section "IV-B. Public Hearings" above.

## 2.) Public Information Meetings

*a.) Board of Commissioners Public Information Meeting*

Public information meetings are used to provide information about a proposed policy, project, or issue and to foster dialogue related to the issues the project raises through a discussion and question-and-answer session format. Such meetings will be held when the Board of Commissioners President or Vice President deems a public information meeting as beneficial to the public, the Board of Commissioners, or a duly created Committee of the Board of Commissioners. Public Information meetings are not official meetings of the Board of Commissioners.

The Township encourages any applicant for land development approval to attend and lead public participation at public information meeting(s) requested by the Board of Commissioners and will refer to the applicant all questions that are more appropriate for the applicant to answer. An applicant may also, at its own discretion, hold its own public information meeting(s). Such meeting(s) should be held as early in the project as possible, including before submission of the application.



### 1. *Written/Electronic Comments in Response to a Public Notice*

When a comment period is opened, the public notice will provide the public with instructions on submitting written/electronic comments on a pending issue, including where comments should be submitted in advance of the meeting. A formal comment period commences on the date the Township notice is published and concludes on the comment deadline specified in the notice. Those comments submitted to the Township during the formal public comment period and by the specific means advertised will be considered and responded to by the Office of the Township Manager in a Comment-Response Document or through other relevant documentation.

### b.) Administrative Public Information Meeting

The Office of the Township Manager and the various Departments through the Office of the Township Manager may, with the Township Manager's approval, hold public information meetings to help the public obtain information about a proposed project or significant policy, and thereby assist the public in developing their comments. Therefore, the content of administrative public information meetings does not become part of the official record and will not be addressed in the comment-response document issued by the Office of the Township Manager. Such meetings may be held in addition to other forms of public participation and will not be used as a substitute for public hearings by the Board of Commissioners or its duly appointed Boards and Committees.

### 3.) Administrative Informal Meetings

Informal meetings are used to afford interested parties, specifically the public, the opportunity to discuss issues with Township Manager and Department and Division staff in a less formal setting than public hearings or public information meetings as it relates to a proposed project, or matter rising to the level of an action to be taken by the Board of Commissioners. Such informal meetings may be held when the Board President or Township Manager determine that a formal public informational meeting is needed to supplement or provide technical detail or information on a project or matter. *Nothing in this policy shall preclude an individual Ward Commissioner from holding a neighbor meeting on any topic of concern on a Ward specific issue to Ward residents.*

When determining the invitees and the format for the meeting, the President or Township Manager, should first consider any applicable statutory or regulatory requirements in addition to the goals of the meeting, and what will best serve the participants. Invitations to informal meetings may be limited to the requestor, an applicant, and specifically identified parties; or the meeting



may be announced publicly. The format for the meeting may include a question-and-answer period, a roundtable discussion, or other format as appropriate.

Township staff should ensure participants are aware that the content of informal meetings does not become part of an official record and questions will not be addressed in the Comment- Response Document issued by the Township.

### *3. Appointed Boards, Commissions and Councils*

Public Comment at the meetings of appointed Boards, Commissions and Councils shall be prior to unfinished or new business agenda items being considered and upon call of the Presiding Officer for public comment.

- a. The Public shall have three (3) minutes to provide germane public comment on the agenda item to be voted upon. The Presiding Officer shall have the discretion to request additional written public comment if a decision on a matter is not be rendered during the meeting or add time during the public comment period to take testimony or additional public comment.

## **V. ROLE OF THE OFFICE OF THE TOWNSHIP MANAGER IN PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS, OR INFORMAL MEETINGS**

In a venue that allows for public dialogue on a pending matter, the Township Manager or his designee shall communicate to the public the factual information related to the matter and any law governing and applicable to the matter, including Township Ordinances and pertinent Resolutions.

## **VI. COMMENT-RESPONSE DOCUMENT**

### **A. Format of Comment-Response Document**

A sample format for the comment-response document is included as Attachment A. The Comment-Response Document should have a cover page with the following information: the title of the matter being considered; the dates of the published public comment period; and the date the public information meeting(s) was held. A comment-response document will only be prepared for public information meetings requested by the Board of Commissioners.

The Comment-Response Document shall include background information or a summary, a list of all the individuals who submitted questions, all valid questions or comments received, and a response to valid questions received. Questions and responses may be divided into relevant categories to assist readers in finding the information they are seeking.



#### **B. Submission of Comments in Advance of the Meeting**

Questions and comments will be accepted by email to [publiccomment@abingtonpa.gov](mailto:publiccomment@abingtonpa.gov), through the Township website at the specified link within the ad, or by mail within the timeframe stated in the meeting notice. All questions and comments must include the submitters name, address, and preferred email address.

Questions and/or must be numbered, germane, cogent, and concise to be valid. Questions should be formatted as questions and not statements to ensure both those responding and the public can understand what is being asked and that a response is warranted.

#### **C. Commenter Information**

The Township will keep a record of all persons providing comment pertaining to a specific matter that is the subject of the hearing or meeting. The document shall list all public commenters who submitted comments during the official public comment period. This should include both oral testimony from the public hearing (when applicable) and written/electronic comments received by the Township. All commenters shall be numbered sequentially.

#### **D. Response to Comments**

All comments should be summarized and grouped according to the subject matter. All comments that are considered too, in fact, be questions, must be clearly stated so that the question can be discerned, and the commenter contacted in writing to request the question be restated or made as a clear and concise comment to allow for a response. Each comment will be followed by a response that explains how the comment was addressed or the reason it was not addressed. All responses will be as clear and concise as possible.

#### **E. Public Availability of the Comment-Response Document**

The Comment-Response Document will be made available to the public seventy-two hours in advance of the date and time the matter is scheduled for consideration at the relevant public information meeting.

A copy of the Comment-Response Document will be available through the Township Right to Know Law process and in accordance with the law and Township policies.

### **VII. ADDITIONAL INFORMATION**

For additional information about public participation, the public may consult the Office of the Township Manager at [publiccomment@abingtonpa.gov](mailto:publiccomment@abingtonpa.gov).



Adopted and affirmed by the **Board of Commissioners** December \_\_\_\_, 2021.

Attest:

TOWNSHIP OF ABINGTON

\_\_\_\_\_  
Richard J. Manfredi, *Secretary*  
Township Manager

By: \_\_\_\_\_  
John L. Spiegelman, *President*  
Board of Commissioners





**ATTACHMENT A**

**SAMPLE FORMAT FOR COMMENT-RESPONSE DOCUMENT  
SUBJECT TO CHANGE AND REVISION**



**TITLE: PROJECT/INITIATIVE/MEETING TOPIC NAME**  
**COMMENT AND RESPONSE DOCUMENT**

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DATES OF PUBLIC COMMENT PERIOD

DATE OF MEETING

ABINGTON TOWNSHIP OFFICE OF THE TOWNSHIP MANAGER



## SUMMARY

Summary paragraph.

This document includes valid public comments regarding the PROJECT/INITIATIVE/ MEETING TOPIC NAME. Public comments were accepted online at WEBSITE LINK through an online submission form, by mail and/or in-person at the related public informational meeting(s).

## LIST OF COMMENTERS

Individuals who submitted a comment(s) can be found below. The identification number will be inserted at the end of the comment(s) provided by the individual.

<u>Name</u>	<u>Resident/Business Owner</u>	<u>Identification Number</u>
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## COMMENTS AND RESPONSES

This section will have comments and responses categorized by a common theme.

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END OF DOCUMENT



## **COMMITTEE COMPOSITION, SCOPE, AND DUTIES**

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### SUMMARY

The Township of Abington Board of Commissioners, to assure *all* Board Members are integral to policymaking, to assure each elected member is informed by fact finding, in receipt of all information shared by the Office of the Township Manager and engaged in the discussion regarding the services delivered by the Township and its various Departments, the Board of Commissioners has established polices, rules and procedures for Board Member involvement, discussion and decision-making. The Board of Commissioners also seeks to assure that public comments and input are heard by all Board committee members at the same time in duly advertised public committee meetings, to assure the public is receiving timely responses to their comments from their elected officials or the administration.

The Board of Commissioners has integrated select committees into the policy-making role in the public service delivery system of the Township by honing committee roles and functions. Board Committee Chairs function as (1) presiding officer at duly convened public meetings and (2) as Committee liaison to the Township Manager. A key role of the Board of Township Commissioner Committees, through its Chairs, is to serve as liaison working in concert with the Township Manager and his designees, for making management aware of Board member issues related to the Board of Commissioner Committees as constituted from time to time. The Board Committees shall include Strategic Planning, Infrastructure, Finance, Comprehensive Plan Consistency.

### **SECTION 1. COMPOSITION AND AUTHORITY OF THE COMMITTEES**

Section 1.1 Each Committee shall consist of five (5) Board members whom the Board President shall appoint. The Committee shall ideally include persons knowledgeable in fields related to the scope and duties of each Committee; however, it is not required.

Section 1.2 Each Committee, when duly authorized by the Board of Commissioners, shall work through the Township Manager or his designee in utilizing such experts, as may be deemed necessary



to carry out the work of the Committee, but due diligence shall be exercised by the Committee to enlist such voluntary assistance as may be available from research organizations, and other Inter-local or Commonwealth agencies, generally recognized as qualified to aid the Committee.

Section 1.3 Each Committee shall elect a Chair and Vice Chair from its membership.

## **SECTION 2. COMMITTEE SCOPE AND DUTIES**

Section 2.1 The Comprehensive Plan Consistency Committee: The Comprehensive Plan Consistency Committee shall have as its core scope and duties ensuring relevance and consistency as measured against the Township's mission and vision to enhance the quality of life for residents. It shall consider any amendments to zoning or subdivision and land development ordinance and ensure the focus area relative to creating a safe, inclusive, sustainable and connective community is attained with emphasis on the Housing, Future Land Use Compatibility with Development and Plans of Surrounding Areas chapters of the Comprehensive Plan.

Section 2.2 The Finance Committee: The Finance Committee shall have as its core scope and duty policy matters pertaining to budget, Township revenues and expenses and audit.

Section 2.3 The Infrastructure Committee: The Infrastructure Committee shall have as its core scope and duties to consider capital investment in parks, open space, trails, wastewater, pavement management, transportation, stormwater, utilities and broadband infrastructure, and consider and review the Comprehensive Plan chapters related to parks, open space, trails and transportation investment.

Section 2.4 The Strategic Plan Committee: The Strategic Plan Committee shall have as its core scope and duties to be responsible for recommending a strategic planning consultant to the Board of Commissioners and to ensure the vision, mission and strategic focus areas, as they relate to the implementation of the strategic plan, are meeting the goals as defined by the Board of Commissioners.



Section 2.8 Standing Committee: A standing committee is a committee created by Section 1 of Committee Composition, Scope, and Duties of this policy.

Section 2.9 Ad-hoc Committee: A special or select committee created by official action of the Board of Commissioners with the sole purpose of conducting the business of the Board of Commissioners as is established in a scope of duties, and with a creation date and a date by which its work is to be completed.

### **SECTION 3. COMMITTEE CHAIR AS LIAISON**

Section 3.1 Serve as the point of contact for the Township Manager where questions or issues arise related to matters pertaining to the scope and duties of each committee, and;

Section 3.2 Serve as the designated Board member to attend meetings held and requested by the Township Administration, where a quorum of Board members present would constitute a violation of the Sunshine Act, or other laws, and;

Section 3.3 Serve as the lead person on behalf of the Board and Committee on any matter(s) to come before the Board, where Board member input is required on matters relating to the scope and duties of the committee; provided, the Board Liaison shall not under any circumstance make a policy decision or determination without the express prior authorization and duly authorized approval of the Board of Commissioners.

### **SECTION 4. MEETINGS**

Section 4.1 Each committee shall meet as necessary or on the day and time set by the Board of Commissioners for regular committee meetings. The Committees may alter their schedule provided all notice is in accordance with the PA Sunshine Act. All work of the committees shall be through the Office of the Township Manager and his designee(s), as is needed, to review, assess and make recommendations to the Board of Commissioners. Meetings of the committees shall be conducted in accordance with duly adopted Board of Commissioner policy, and:



Section 4.2 Each Committee shall meet as necessary or as the work with the Administration becomes necessary.

Section 4.3 Each Committee shall meet at such time and places as is practical. Notice of such meeting shall be given by official notice or by electronic mail or telephone to each member at least five (5) days prior to the time affixed for such meeting.

Section 4.4 Active member attendance at Committee meetings is a member's responsibility. In the event of absence for three consecutive meetings, the Chair shall, notify the member to discuss the situation, and notify the Board President of the member's attendance record and its negative impact on the work of the Committee.

## **SECTION 5. AGENDA**

Section 5.1 The Township Manager or his designee, shall prepare an agenda for each meeting of the Committee in accordance with duly adopted Board of Commissioners policy.