HUNTINGTON TOWNSHIP
RESOLUTION NO. 1 -2026

A RESOLUTION OF THE TOWNSHIP OF HUNTINGTON, ADAMS COUNTY, PENNSYLVANIA, ESTABLISHING RULES AND REGULATIONS FOR THE CONDUCT OF TOWNSHIP MEETINGS,

WHEREAS, pursuant to the laws governing open minutes, 65 Pa.C.S. § 701 *et seq.* (the "Sunshine Act"), an agency may establish reasonable rules and regulations for the conduct of its meetings and the maintenance of order; and

WHEREAS, Huntington Township ("Township") is an "agency" as defined by the Sunshine Act; and

WHEREAS, the Township previously adopted a Public Participation Policy and a Recording Policy and now wishes to revise and combine them to ensure that its public meetings are conducted in an orderly manner; and

WHEREAS, the Township desires to adopt these revised rules and regulations for the maintenance of order and conduct of public meetings of the Board of Supervisors, Planning Commission, and any other township entity.

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Huntington Township hereby adopts the rules and regulations as set forth in Exhibit "A" attached hereto and made a part hereof, entitled "**Rules and Regulations of Huntington Township, Adams County, Pennsylvania, Regarding the Conduct of Public Meetings**," which shall take effect on November 1, 2026.

DULY ADOPTED, this 8th day of October 2026, by the Board of Supervisors of Huntington Township, Adams County, Pennsylvania, in a lawful session duly assembled.

BOARD OF SUPERVISORS OF HUNTINGTON TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA

By: _____
Paul Guise, Chair

By: _____
Jeff King, Vice Chair

By: _____
Ron Resh

ATTEST: _____ **(SEAL)**
Julie Dinges, Township Secretary

Exhibit A

RULES AND REGULATIONS OF HUNTINGTON TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA, REGARDING THE CONDUCT OF PUBLIC MEETINGS

WHEREAS, pursuant to the laws governing open meetings, 65 Pa.C.S.§ 701 *et seq.* (hereinafter the "Sunshine Act"), Huntington Township is an "agency" as defined by the Sunshine Act; and

WHEREAS, the Huntington Township Board of Supervisors ("Board of Supervisors") shall use Robert's Rules of Order (as revised from time to time) ("Robert's Rules") as a general guide for the conduct of meetings with the application thereof to be at the discretion of the Chair; and

WHEREAS, the Township previously adopted a Public Participation Policy and a Recording Policy and now wishes to revise and combine them to ensure that its public meetings are conducted in an orderly manner; and

WHEREAS, the purpose of this document is to set forth further rules and regulations regarding the conduct of public meetings, including establishing guidelines for public comment, conduct, and protocol; and

WHEREAS, these rules and regulations are applicable to public meetings of the Board of Supervisors, Planning Commission, or any other Township entity.

NOW THEREFORE, BE IT ADOPTED by the Board of Supervisors of the Township of Huntington, Adams County, Pennsylvania, and it is hereby **ADOPTED** by the authority of the same as follows:

1. SCOPE OF PUBLIC COMMENT:

(i) The scope of public comment, as defined in the Sunshine Act, shall be limited to matters of concern, official action, or deliberations, which are or may come before the Board of Supervisors, Planning Commission, or any other Township entity. Public comment is not intended for the purpose of solely reciting or reading laws, proposed legislation, ordinances, or other such documents.

(ii) The public comment period is not an opportunity for members of the public to question supervisors, commission members, and/or Township employees or officials. It is not a debate, and public comment speakers should not expect a back-and-forth exchange.

(iii) Speakers shall be concise and remain on topic when making public comment. The Chair may end or ask a speaker to conclude their remarks at any time if they become repetitive or disorderly.

(iv) Loud disruptive behavior or other actions which interfere with the orderly conduct of the meeting will not be tolerated.

(v) The Chair shall call to order any person that engages in disruptive or disorderly behavior (e.g., shouting, interrupting speakers, commenting outside of the designated public comment period, making threatening or abusive remarks, etc.). If the person persists after being called to order, the Chair may direct that the person be removed from the building and/or recess the meeting.

2. PROCEDURES FOR ACCEPTING PUBLIC COMMENT:

(i) **Public Comment is for Residents and/or Taxpayers.** The Board of Supervisors, Planning Commission, and any other Township entity will give Residents and/or Taxpayers of the Township the right to provide public comment during public meetings.

(ii) **Name and Municipality.** The Chair will request that all speakers state their full legal name and confirm that they reside in or are a taxpayer of Huntington Township prior to making a public comment.

(iii) **Non-Resident/Non-Taxpayer:** Extending the courtesy of public comment to Non-Resident/Non-Taxpayer individuals is at the discretion of the Chair. If a non-resident/non-taxpayer wishes to address the Board of Supervisors, Planning Commission, or any other Township entity on a matter of official action or a matter of concern, the Chair has the discretion to extend the courtesy of public comment to such individual if the individual has information that may be helpful to the Township or its residents.

(iv) **Timing of Public Comment.** The Board of Supervisors, Planning Commission, and every other Township entity shall accept public comments on agenda items at the beginning of each public meeting during the designated public comment period. Public comment on agenda items is permitted only at the discretion of the Chair after the designated public comment period while going through agenda items. Additionally, public comments shall be accepted on any matter of public concern at the end of each public meeting before adjournment.

(v) **Time Limits.** The purpose of a time limit is to ensure that all wishing to speak have the opportunity to do so, that all have an equal opportunity to speak, and that the Board of Supervisors, Planning Commission, and all other Township entities are able to conduct the required business of the meeting agenda.

a. Each person to address the Board of Supervisors, Planning Commission, or any other Township entity during the public comment portion at the beginning of a public meeting shall be provided with a maximum of three (3) minutes

per agenda item, not to exceed in the aggregate ten (10) minutes per meeting relative to all agenda items.

b. Public comment shall be accepted at the end of each public meeting on any matter of public concern. No person may speak more than once during this public comment period. The comment period at the end of a meeting shall be limited to three (3) minutes per individual, and ten (10) minutes total per topic. Time cannot be yielded to another speaker.

c. The Chair has discretion to allow speakers to continue beyond their allocated time and may ask speakers to summarize or conclude their remarks.

(vi) **Public Comment from Podium.** Members of the public wishing to provide public comment must first be recognized by the Chair and then must deliver their public comment from the podium to ensure everyone can hear. All speakers providing public comments must begin by stating their name and taxpayer/resident status.

3. CONDUCT AND PROTOCOL

(i) All public comments, including those related to a presentation, must be directed to the Chair, who will respond if appropriate. Speakers may not address or direct questions to any other person in the room. If the Chair asks a presenter to respond to a public comment, the presenter must also respond through the Chair.

(ii) If a board/commission member of the Township entity holding the public meeting has information he or she wishes to offer, the member may request to be recognized by the Chair and then provide the information to the Chair. The Chair may also, at his or her discretion, request or offer another Township official the opportunity to respond to a comment.

(iii) The public and members of the Board of Supervisors, Planning Commission, and all other Township entities are, at all times, to demonstrate mutual respect and decorum. The Board of Supervisors, Planning Commission, or any other Township entity may not engage members of the public in argument, nor are members of the public permitted to speak out from their seats or engage one another in argument. Any person engaging in such conduct shall be called to order.

(iv) Comments that are obscene or threatening, or that disrupt the orderly conduct of the meeting, are not permitted.

(v) In general, Robert's Rules, as modified by the Township's unique traditions and procedures, are used as a general guide for public meetings. However, any actions by the Board of Supervisors, Planning Commission, or any other Township entity which may not be in strict accordance with Robert's Rules or the within Rules and Regulations shall not be deemed invalid or illegal unless and except any federal, state or local law or ordinance is violated.

4. SEATING/ACCOMMODATIONS

(i) All individuals are generally expected to remain quietly seated during a public meeting unless they are in the process of making a public comment at the podium.

(ii) The first row of chairs in the audience shall be reserved for individuals with hearing impairments.

(iii) If there are no chairs available, individuals may stand behind the last row/against the back wall.

(iv) Individuals leaving the room during the meeting are expected to do so quietly and without talking.

5. RECORDING DEVICES

(i) **Recording Devices**. Recording devices include audio recorders, tape recorders, cameras, microphones, cellphones, tablets, smartwatches, and other similar mechanical or electric or electronic devices that record audio, video, or both.

(ii) **Restrictions on Recording Devices.** The use of recording devices and equipment at public meetings conducted by Huntington Township, including; without limitation, the meetings of the Board of Supervisors, Planning Commission, Zoning Hearing Board, and Board of Auditors, shall be permitted, subject to the following restrictions:

a. Recording devices, other than handheld devices such as cellphones or small video cameras, must be placed along the back wall of the room, facing the Supervisors. Any other location must be approved by the Chair before the meeting begins.

b. Recording devices or equipment may not occupy, or prevent access to, any seat needed by a member of the public.

c. Except for Township equipment, no microphones or recording devices may be placed on any table or chair utilized by any of the Boards or Commissions subject to this article.

d. Supplemental lighting for video recording is not permitted; the meeting room lighting is sufficient for recording.

e. Recording devices must operate silently.

f. To avoid distracting the audience and/or meeting participants, individuals operating recording devices shall remain in a single location for the duration of the meeting.

g. Individuals that violate these restrictions, and who do not immediately remedy the violation at the request of Township officials, will not be permitted to continue recording and/or may be asked to leave the meeting.

6. **AMEDMENTS:** The Board of Supervisors may adopt amendments to these Rules and Regulations from time to time to comply with the Sunshine Act or as it deems necessary to ensure order in the conduct of public meetings.

7. **POSTING:** A copy of these Rules and Regulations shall be conspicuously posted at the Huntington Township Building.

8. **EFFECTIVE DATE:** These Rules and Regulations shall take effect on November 1, 2026.