

**TOWNSHIP OF ALEPPO
ALLEGHENY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2006-01

A RESOLUTION BY THE TOWNSHIP OF ALEPPO, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING RULES FOR THE BOARD OF COMMISSIONERS MEETINGS.

WHEREAS, the Board of Commissioners of the Township of Aleppo, County of Allegheny, Commonwealth of Pennsylvania recognize the importance of having rules for organizing and conducting their meetings, and

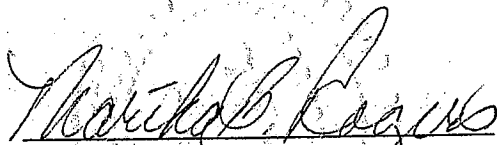
WHEREAS, the Board wishes to ensure everyone is provided with a fair opportunity to speak and to keep the discussion on target; and

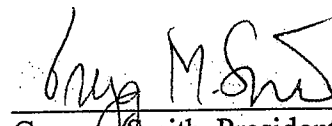
WHEREAS, the Board recognizes that having such rules will allow the board to function in a more efficient manner and limit the meetings to a reasonable length of time for all in attendance.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Township of Aleppo, County of Allegheny, Commonwealth of Pennsylvania does hereby adopt the Rules for the Board of Commissioners Meetings.

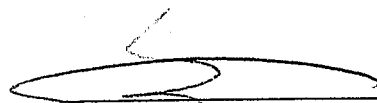
RESOLVED, this 20th day of February, 2006 by the Board of Commissioners of the Township of Aleppo.

ATTEST:


Martha B. Rogers, Secretary


Gregory Smith, President
Board of Commissioners

Examined and Approved as to form by me this the 20th day of February, 2006.


Harlan S. Stone, Solicitor

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

RULES

1. The purpose of these rules is to organize the meeting, provide everyone with a fair opportunity to speak and keep the discussion on target, thereby making members' time more efficient and limiting meetings to a reasonable length of time for all in attendance. These rules are not to be used to confuse issues or cause members to be hampered by needless procedural questions. Should the rules create such confusion, the presiding officer may choose to ignore certain rules without majority objection to move the meeting along. At all times, the First Class Township Code shall supersede any rules stated herein.
2. The board adopts Robert's Rules of Order (Robert's Rules of Order Newly Revised, 10th Edition) as its general guide for parliamentary procedure and bases the rules contained herein on Robert's Rules. However, since Robert's Rules was drafted primarily for large assemblies rather than small legislative bodies like the board, and to allow proper functioning of the board, the board assumes that the rules contained herein will take precedence over Robert's Rules and that Robert's Rules shall be referred to only when these rules do not address a particular procedural matter. Should the latter occur and Robert's Rules is unavailable or the research of a rule is time consuming, the board may elect to determine a course of action at a given meeting by majority vote, thereby effectively amending these rules for that meeting only. The solicitor may serve as arbiter in the event of such an occurrence.
3. The board may temporarily dispense with any rule at any time provided all members present agree. Lack of objection by any member is sufficient to indicate agreement. However, a permanent change to any rule or permanent removal of a rule or procedure from these rules can only be made by a majority vote of the board after a formal motion indicating the specific change to the rules is made and seconded.

ELECTION OF OFFICERS

1. As prescribed by the First Class Township Code, the board must elect a president and vice president at its bi-annual organization meeting. Both officers hold such office at the pleasure of the board.
2. As prescribed by the First Class Township Code, the sitting president shall serve as presiding officer at the organization meeting until the board is organized by electing a president and vice president. In the event that the sitting president is not available, the sitting vice president shall preside until the board is organized as above.
3. Voting for president and vice president will proceed in the following manner:
 - a. The presiding officer shall open the floor to nominations and ask for a motion to nominate a member of the board to the office in question
 - b. The motion to nominate a member need not be seconded to proceed.

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

- c. The presiding officer will continue to call for nominations until a member makes a motion to close nominations. This motion requires a second to proceed. A simple voice vote is sufficient to approve the motion.
 - d. At the discretion of the presiding officer, the board members will vote on the candidates either by roll call vote or by paper ballot.
 - e. The nominee with the majority of votes wins. If there is no clear majority, all nominees are dropped but the two highest and a vote is taken again on the remaining candidates until one receives a majority of votes.
 - f. The same voting procedure will apply to the nomination and election of a vice president.
 - g. Once the board has elected a president and vice president, the new president shall assume control of the meeting from the presiding officer.
4. Members may also choose to elect a president or chairperson pro temp who will serve as presiding officer in the absence of both the president and vice president or who may be asked to chair the meeting in order to permit either or both the president and vice president to make one or more motions. If members choose to fill this office, the sitting president shall continue to preside at the organization meeting until voting on the office is completed as described above. Nomination and voting shall proceed as described above.
 5. As prescribed in the First Class Township Code, all officers serve at the pleasure of the board. Should the board determine the need to select new officers during a public meeting other than the organization meeting, the presiding officer shall accept nominations and nominations and voting shall proceed as described above.
 6. A motion to remove an elected officer must be seconded and is debatable following the second. Amendments are not permitted. The following rules shall apply:
 - a. Such a motion must be made at an appropriate time during the meeting and be considered "in order." If such motion is not on the meeting agenda, the motion is proper only under new business unless the board votes to suspend the rules.
 - b. As prescribed elsewhere in the rules, a motion not published on the meeting agenda cannot be voted on until members of the audience who wish to address the board on the subject are given an opportunity to be heard.
 - c. A motion made to remove may include the name of the individual nominated to take the place of the officer in question. If the motion does not include the nominee, a motion to remove successfully approved must be followed immediately by a motion to nominate a replacement and the nomination and voting shall proceed as prescribed above.

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

- d. Should the board fail to agree on a replacement immediately, the next officer in succession shall assume the duties of the officer removed until such time as a replacement is selected.

PRESIDING OFFICER

1. The president will serve as presiding officer at each board meeting or, in his/her absence, the vice-president. In the absence of both officers, a chairperson/president pro tem will serve. The presiding officer alone shall decide questions on order without debate, although two members of the board may appeal and ask for an immediate vote on the decision.
2. The presiding officer may discuss all issues brought to the floor by other members but may not make a motion without relinquishing the chair to another officer or, if unavailable, other member of the board for the duration of the discussion. The presiding officer is bound by the same rules for speaking on a motion as prescribed in these rules. The presiding officer may recommend that a motion be made by another member of the board without relinquishing the chair and, as presiding officer, may request that a motion be presented on a topic of discussion. If the presiding officer wishes to make a motion, the chair will be automatically be assumed by the vice-president or president pro-tem in the absence of the vice-president or if the vice-president is the chair for the meeting for that motion. The presiding officer will resume the chair after the motion is voted upon.
3. At all times, members shall direct comment to the presiding officer and shall address the presiding officer in order to be recognized before speaking. Remarks must be courteous in language and deportment, avoid personal attacks and never allude to others by name or to motives.
4. These rules will be in effect for all workshop, legislative, special and emergency meetings of the board and for public hearings, except that a committee chair may act as presiding officer during public hearings that arise from discussions at his/her committee.

MOTIONS

1. To make a motion, a board member must be recognized by the presiding officer either before his/her committee makes its report or when considering new or old business.
2. All motions must have a second before discussion on an item may commence. If there is no second, the motion fails for lack of a second and business moves forward. Motions that fail to obtain a second may not be immediately reconsidered unless another member makes the same motion.
3. Once seconded, the chair may restate the motion (or ask the person proposing the motion to restate it), rule it out of order, or call for debate or questions on the motion. Motions printed on the official agenda need not be restated.

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

4. Discussion is limited to the topic of the motion. All other comments are out of order. The presiding officer may establish time limits for the course of the discussion consistent with limits imposed on other motions unless otherwise stated in these rules.
5. Each member of the board shall have the right to speak once until all members of the board interested in speaking have been given the opportunity to do so.
6. The presiding officer shall allow the member making the motion the first opportunity to speak followed by the member who seconded the motion. The member making the motion is also entitled to speak last.
7. If the presiding officer calls twice for "any further discussion" without anyone wishing to speak, discussion is automatically closed (unless the member making the motion has a final statement) and the vote is taken.
8. Types of motions with order of precedence are listed in a table at the end of these rules. This table shall serve as the model for all motions and govern consideration and precedence of any motion. Should a type of motion be made that is not listed in the table, the presiding officer shall refer to Robert's Rules for a determination of its appropriateness. If Robert's Rules is unavailable or if a search is time consuming in the estimation of the chair, the presiding officer may rule on the motion in this instance only. (Note: The board may adjust these motions, eliminate the need for certain ones, et cetera as it sees fit if they so stipulate in these rules.)
9. A motion or amendment may be withdrawn at any time before the vote by the person proposing it.
10. Motions re: Ordinances, resolutions
 - a. The member making the motion to approve an ordinance shall announce the substance of the ordinance as part of his/her motion or, at the member's discretion, read the title of the ordinance as part of the motion or request that the solicitor announce the substance or read the title of the ordinance. It is not required that the entire ordinance be read unless a majority of the board deems it appropriate during the debate on the motion. The same procedure shall be followed by a member making a motion to approve an ordinance for advertisement.
 - b. A member making a motion to approve a resolution shall announce the substance of the resolution as part of his/her motion. It is not required that the entire resolution be read unless a majority of the board deems it appropriate during the debate on the motion.
11. A motion that appears intended to distract the board from resolving legitimate business may be objected to and ruled out of order by the presiding officer without debate. If the presiding officer fails to rule such motion out of order, a member may make an incidental motion (as defined in the accompanying chart) prior to debate to object to the consideration of a question. Such motion does not require a second, is not debatable or amendable and requires

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

a two-thirds vote to block further consideration. Those voting in support of an objection to considerations of a question vote in the negative as the presiding officer should ask "Will the question be considered?" If successful, the motion may not be considered again at that meeting without unanimous consent but may be considered again at a subsequent meeting. Also, a motion to reconsider the vote on the objection may be made to allow consideration of the motion at the current meeting.

VOTING

1. Voice votes may be taken on any matter at the discretion of the presiding officer. The presiding officer must publicly announce the results of any vote.
2. On minor motions or general procedural matter including approval of minutes from previous meetings and adjournment, the presiding officer may take a vote by simply and clearly stating, "Without objection, so ordered." Any member of the board may dispute this ruling and ask for a voice or roll call vote on the motion by immediately requesting such a vote. Such request must occur prior to the consideration of the next item of business.

CITIZENS' COMMENTS

1. As required by the Sunshine Act, the board shall provide time during the meeting for members of the audience to speak on any issues or on published agenda items. If an item is added to the published agenda during the meeting, the presiding officer shall allow members of the audience the opportunity to speak on that item.
2. The presiding officer may limit the time an individual has to speak to a maximum of five (5) minutes. The presiding officer has the prerogative to move the "citizens' comments" portion of the meeting to the beginning of the meeting when appropriate. The presiding officer shall ask each citizen addressing the board to state his/her name and address and to spell the last name for the record. Citizens shall be asked to stand or (when available) speak from the speakers stand and microphone located at the front of the audience so that he/she may be heard by all. Comments shall be directed to the presiding officer who may or may not refer them to a member of the board for comment.
3. Groups of citizens in attendance who have business before the board should select a spokesperson beforehand to present the group's views. The spokesperson shall state his/her name and address and shall spell his/her last name for the record. The spokesperson will be limited to a maximum of ten (10) minutes at the discretion of the presiding officer. The spokesperson may call on another member of the group to speak during his/her allotted time at the discretion of the presiding officer. The spokesperson shall be guided by the same rules as those for individual citizens as described above.

MINUTES

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

1. Minutes are taken to record the substance of each public meeting. They are not transcripts detailing what each person said but a summary of official actions. Tape recordings of each meeting may be made for the convenience of the secretary, but are not considered the official record. Official copies of the minutes are available after the board has approved them at the legislative meeting in the following month. Copies will be made after a written request is received under rules established for "Right-to-Know" procedures and at a cost as specified in the ordinance dictating the fees schedule. Further information on those rules is available upon request.
2. Following a voice vote, a member may specify that he/she wants to ensure that his/her vote is recorded as an "aye" or "nay" in the minutes. Otherwise, the minutes will simply state the results of the vote as determined by the presiding officer.

EXECUTIVE SESSIONS

1. Executive sessions, when called before a meeting, must end in time for the regular or advertised start time for the meeting in order that the scheduled meeting of the board may begin promptly at that time. Further business to be discussed may be handled following the meeting or at a time during the meeting of the board's choosing. The presiding officer shall publicly announce the executive session and the reason it was held following the roll call or, if held later in the meeting, the next time the board is called into public session. Executive sessions may be called by the presiding officer or by a majority vote of a quorum of the board and in accordance with the Sunshine Act.

MEETING AGENDAS

1. Agenda items shall be submitted to the manager at least one week prior to the workshop meeting in order to provide advance notice to the board and the public of tentative agenda items. Last minute items may be added to the final agenda at the workshop session of the board.
2. The presiding officer shall follow the printed agenda as presented and shall rule out of order any motion or debate that deviates from the agenda unless otherwise permitted by a motion that takes precedence. Members may consider items not on the agenda under new or old business or may add an item to a committee report during that report as outlined below; however, members are discouraged from bringing such motions before the board.
3. The format for a meeting agenda will, at minimum, include the following items in order:
 - a. call to order
 - b. pledge or allegiance
 - c. roll call
 - d. announcement of executive session (if necessary)
 - e. approval of minutes
 - f. reports
 - g. items for discussion/motions

TOWNSHIP OF ALEPPO
RULES FOR BOARD OF COMMISSIONERS MEETINGS

- h. old business
- i. new business
- j. citizen comments
- k. adjournment

Items may be added to the above list by the general consent of the board without formal amendment of these rules.

4. Committee reports by the chair of each respective committee (or, in the chair's absence, another committee member) may contain motions approved by the committee and a general report on committee activities. Motions may be added to the agenda during a committee report if appropriate to the committee's business as long as the appropriate public comment is permitted. Likewise, items may be added to the published general report of the committee as the chair sees fit.
5. Format for committee meetings may be informal and adopted by the board separately.
6. Board meetings are scheduled to start promptly at 7:00PM on the published dates, or as otherwise specified by the board. Public hearings may be schedule before the meetings of within the context of the meeting. This time may be changed by board action for any and all meetings without amending these rules.

QUORUM

1. A majority of the membership of the board then in office shall constitute a quorum. If, after taking roll at any public meeting, a quorum is not present, the presiding officer shall wait fifteen (15) minutes from the call to order before adjourning or recessing the meeting.
2. When referred to in these rules, "a majority of the board" refers only to those members present and voting. Abstentions do not count as for or against any motion. A member should refrain from abstaining unless failure to do so could be considered a breach of ethics. The solicitor shall be the final authority on the need to abstain.

Approved with accompanying Simplified Chart of Motions: _____, 2006

**TOWNSHIP OF ALEPPO
SIMPLIFIED CHART OF MOTIONS**

Motions are listed in order of priority. When a motion is pending, a member may not introduce a motion below it, but may introduce one above.

Motion	Purpose of motion	Interrupt speaker?	Second needed?	Debate-able?	Amend-able?	Vote needed?
PRIVILEGED MOTIONS: <i>Require immediate action because they involve rights of the group. No other motion may be considered until they are settled.</i>						
I move we adjourn*	To close meeting	No	Yes	No	No	Majority
I move we recess until....	To recess meeting	No	Yes	No	Yes	Majority
Point or question of privilege*	To interrupt pending business due to a situation affecting comfort, convenience, integrity, rights or privileges of a meeting or an individual member; may also concern member or group's reputation or to present a motion of an urgent nature.	Yes	No	No	No	Chair rules
// // // // // // //						
SUBSIDIARY MOTIONS: <i>Used to dispose of or change main motions</i>						
I move we table the matter	To postpone temporarily (later may take from the table unless time for consideration is specified when tabled)	No	Yes	No	No	Majority
I move the previous question*	To close debate	No	Yes	No	No	Two-thirds
I move debate on this motion be limited to - *	To limit (or extend) amount of time for debate	No	Yes	No	Yes	Two-thirds
I move we postpone this matter until . . . *	To delay action	No	Yes	Yes (only on motion)	Yes	Majority
I move we refer this matter to a committee*	To study or take action	No	Yes	Yes	Yes	Majority
I move this motion be amended by . . . *	To change or modify (See note below)	No	Yes	Yes	Yes	Majority
<p>Motion to amend: is a motion to change, add words to, or omit words from an original motion and is used to clarify or improve the wording of the original motion. It must pertain to the original motion. An amendment can be amended by an amendment to the amendment but no further. If the original motion is debatable, the amendment is, too. However, debate must be limited to the amendment not the original motion. Amendments are voted on first, in reverse order and new amendments may be proposed once the original amendment has been disposed of. Once amendments have been voted on, debate returns to the original motion before voting. To speed business, an amendment that is "friendly" or pleasing to the proposer's motion (or amendment) may be immediately enacted and the original motion (amendment) changed immediately as if it had been originally proposed.</p>						
I move this motion be postponed indefinitely*	To reject a motion without actually voting on it	No	Yes	Yes (can go into main question)	No	Majority

**TOWNSHIP OF ALEPPO
SIMPLIFIED CHART OF MOTIONS**

Motion	Purpose of motion	Interrupt speaker?	Second needed?	Debate-able?	Amend-able?	Vote needed?
INCIDENTAL MOTIONS: <i>Motions that arise during debate or other business of the meeting. Must be settled before returning to the business pending.</i>						
Point of Order	To correct a procedural error	Yes	No	No	No	Chair rules
Point of Information	To request information <i>(out of order if used to state an opinion or idea)</i>	Yes	No	No	No	None
I appeal the chair's decision	To assert rights, used to appeal the chair's ruling on an issue	Yes	Yes	Yes	No	Majority
I raise a parliamentary inquiry	To raise a question of parliamentary procedure	Yes	No	No	No	Chair rules
I move to suspend the rules so that . . . <i>(Will suspend rules only until the required action is taken)</i>	To permit council to take action when it is prevented from doing so by one or more of its rules.	No	Yes	No	No	Two Thirds
I object to the consideration of the question.*	To remove consideration of a motion that is undesirable or outrageous <i>(see rules section on motions)</i>	Yes	No	No	No	Two Thirds
// // // // // // //						
MAIN MOTIONS: <i>Proposals for final action to be taken or to change a decision.</i>						
I move that . . .*	To introduce new business	No	Yes	Yes	Yes	Majority
I move we reconsider our action regarding . .	To change a decision <i>(See note below)</i>	No	Yes	Yes	No	Majority
<p>A motion to reconsider: 1) can only be made by a member who voted with the majority on the original decision; 2) may be brought up again at a subsequent meeting; 3) takes precedence over other motions and can be made at any time; 4) is not debatable if the motion on the original decision was not debatable; 5) in effect cancels the original vote on the motion to be reconsidered and reopens the matter for debate (if allowable originally) as if the original vote had never occurred. (NOTE: Because of the nature of the motion, council may choose to require a 2/3rds vote rather than a majority vote to approve this type of motion.)</p>						

* Motions marked with an asterisk may be reconsidered subject to the following limits:

Previous question - can be reconsidered only before the previous question has been voted on

Refer - can be reconsidered if the committee to which the matter was referred has not started work on the matter

Postpone indefinitely - can be reconsidered only if the motion is passed