

**TOWNSHIP OF WEST NORRITON
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION #26-1747

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
ADOPTING RULES OF DECORUM FOR PUBLIC
MEETINGS AND HEARINGS AND PROVIDING FOR
PROCEDURES RELATING TO PUBLIC PARTICIPATION**

WHEREAS, the Board of Commissioners of West Norriton Township recognizes the importance of protecting the rights of its citizens and taxpayers to express their opinions on the operation of Township government and encourages their participation in the local government process; and

WHEREAS, the Board of Commissioners also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings and hearings of public bodies; and

WHEREAS, the Township shall use Robert's Rule of Order as a general guide for the conduct of meetings and hearings; and

WHEREAS, written rules of procedures providing for public participation help to assure an atmosphere conducive to protective and efficient meetings and hearings.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of West Norriton Township establishes the following rules and procedures for public participation at public meetings and hearings:

1. Any person wishing to request placement of an item on a meeting agenda shall submit a written request to the Township no fewer than seven (7) days prior to the meeting. Agenda placement shall be based on relevance, available meeting time, and administrative feasibility, and shall not be based on the content or viewpoint of the request.
2. All cell phones shall be silenced during meetings and hearings.
3. Private conversations shall take place outside the meeting room.
4. The Board of Commissioners shall take public comment prior to formal action. A public comment period shall be provided prior to consideration of voting items. This comment

period shall also provide residents and tax payers the opportunity to comment on non-voting items as well.

5. The President shall preside or designate someone to preside over public comments and enforce rules in a viewpoint-neutral and content-neutral manner. The president shall enforce rules as follows:
 - a. Members of the public wishing to offer comment be recognized prior to speaking. Residents and taxpayers of West Norriton Township shall be afforded priority recognition; however, non-residents may be permitted to speak as time allows.
 - b. Speakers shall state their name and municipality of residence for the record. No speaker shall be required to provide a street address.
 - c. Permit each individual at minimum one (1) opportunity to speak. The President may require an individual who has already spoken to wait until all others wishing to speak have had the opportunity before permitting an additional opportunity to speak. Once all others have had the opportunity to speak, the President shall determine whether time would allow for additional comment from the individual wishing to speak. Such a determination shall be based solely on the factor of time and shall not be based on the content or viewpoint of the particular individual(s) seeking additional opportunity to speak.
 - d. Provide for a five (5) minute maximum for each individual to offer public comment. There shall be no ceding or assigning of time. The President may, in a content-neutral and viewpoint-neutral manner, extend a speaker's time for the limited purpose of allowing clarification of questions posed to the Board or responses necessary to ensure an orderly and complete record, provided that:

The extension is based solely on meeting management needs or time availability;

The extension is not based on the subject matter or viewpoint of the speaker; and

Any similarly situated speaker requesting clarification shall be afforded the same consideration as time and meeting constraints permit.
 - e. In no case shall a time limit of fewer than three (3) minutes be designated. It may be requested that a spokesperson from a group address the Board of Commissioners.

- f. The President shall preserve order by prohibiting **disruptive conduct**, including but not limited to:
- i. Speaking without recognition
 - ii. Refusal to yield the floor when time has expired
 - iii. Yelling, shouting, or use of amplified sound without authorization
 - iv. Threatening, harassing, or intimidating behavior
 - v. Physical obstruction of the meeting or other attendees
- Removal of an individual for disruption shall be based solely on conduct and not on the content or viewpoint of speech.

6. Signs that obstruct sightlines, create noise, interfere with the meeting, or pose safety concerns are prohibited. This provision shall be enforced in a content-neutral manner.

7. The President may, for good cause, waive procedural requirements **in a viewpoint-neutral manner** to ensure the efficient conduct of the meeting. No requirement established by law or constitutional protection shall be waived.

8. Any and all previous Resolutions passed relative to rules of decorum for public meetings and providing for procedures relating to public participation are hereby revoked where inconsistent with this Resolution.

ADOPTED by the Board of Commissioners for the Township of West Norriton on the 13th day of January, 2026

ATTEST:

WEST NORRITON TOWNSHIP
BOARD OF COMMISSIONERS

Jason Bobst, Township Manager

By: _____
, President