

**GREGG TOWNSHIP, CENTRE COUNTY  
BOARD OF SUPERVISORS**

Meeting Procedures  
Resolution No. R-17-03

**NOW BE IT A RESOLVED** that all regular and special meetings of the Board of Supervisors of the Township of Gregg, County of Centre, Pennsylvania shall be conducted according to the following order of business; however, it may be necessary to adjust the order of the business to accommodate schedules of the speakers or presenters, or to provide a time efficient manner to address all business:

CALL TO ORDER  
PUBLIC COMMENTS  
GUEST SPEAKERS  
LIAISON REPORTS  
SECRETARY/TREASURER'S REPORT  
ROADMASTER'S REPORT  
SUBDIVISION AND PLAN REVIEWS  
NEW BUSINESS  
OLD BUSINESS  
REVIEW OF CORRESPONDENCE  
ADJOURNMENT

**BE IT FURTHER RESOLVED**, that public comment at regular or special meetings shall be governed by the following rules and regulations:

1. A period of public comment shall be held at each regularly scheduled meeting.
2. The Chairman of the Board, or Acting Chairman in the event of the Chairman's absence, shall preside over the public comment period, and may within his discretion:
  - a. Recognize individuals wishing to offer comment
  - b. Require such persons to identify themselves.
  - c. Allocate available time among individuals wishing to comment.
  - d. Rule out of order scandalous and redundant comment, or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.
3. The time allocated for the public comment period at each meeting is five (5) minutes per person with four (4) or fewer people wishing to make public comment, or two (2) minutes per person with five (5) or more people wishing to make public comment.
4. In the event that there is insufficient time for public comment at the beginning of a meeting, the Board of Supervisors, at its discretion, may accept public comment at another time during the meeting, or defer the public comment period to a meeting held in advance of the next regular meeting, or until the next regularly scheduled meeting.
5. Meeting may be recorded for the purpose of taking minutes only. Recording is not public record and will be destroyed once the draft meeting minutes are approved.

**ENACTED AND ORDAINED** this Third day of January, 2017.

**BOARD OF SUPERVISORS**

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Douglas P. Bierly  
Douglas P. Bierly

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Joel C. Myers  
Joel C. Myers

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Charles W. Stover  
Charles W. Stover

**ATTEST:**

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*Jennifer Snyder*  
Jennifer Snyder, Secretary/Treasurer