

**GREGG TOWNSHIP, CENTRE COUNTY**  
**BOARD OF SUPERVISORS**  
Meeting Policies and Procedures  
Resolution No. R-18-02

**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/SUBDIVISION PLAN REVIEW  
LIAISON REPORTS  
SECRETARY/TREASURER/RIGHT TO KNOW OFFICER'S REPORT  
ROADMASTER'S REPORT  
OLD BUSINESS  
NEW 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. All individuals shall treat one another with dignity and respect.
2. The Chair of the Board, or Acting Chair in the event of the Chair's absence, shall preside over the public comment period, and shall:
  - a. Recognize individuals wishing to offer comment. Anyone wishing to address the Board, who has not been recognized by the Board, should first obtain recognition by raising his or her hand. Outside of the public comment period, the Board may, at its discretion, recognize that individual or party for comment.
  - b. Require such persons to identify themselves.
  - c. Rule out of order any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.
3. A period of public comment shall be held at each regularly scheduled meeting. 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 three (3) minutes per person with five (5) or more people wishing to make public comment. In order to make this determination, a sign-up sheet is provided prior to the start of every meeting. There is no reason for anyone to interrupt or speak over another person. The exception is that the Board of Supervisors has the right to interrupt any speaker for the purpose of clarification or a question or to extend that speakers time at their sole discretion. 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. If any official action is required or merited, for items not already on the agenda, an additional public comment period will be held.
4. All comments should be addressed to the chairman of the Gregg Township Board of Supervisors. Arguments between parties or the public are prohibited.

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

1. Individual or group outbursts, sarcasm, insults or intentional disruptions while others are speaking will not be tolerated.
2. All cellular devices must be turned off or silenced during public meetings.
3. All audio and video recording of the Gregg Township Open Meetings will abide by the Gregg

Township Open Meetings Recording Policy. (see attached policy)

**NOW THEREFORE BE IT RESOLVED**, the Board of Supervisors reserves the right to amend these rules at any time either verbally or in writing. Violation of any of the aforementioned rules may result in the individual being asked to leave the meeting by a member of the Board of Supervisors. Additionally, a member of the Board of Supervisors can request an individual to leave the meeting when they do not observe the rules of reasonable decorum. If an individual refuses to observe the rules of reasonable decorum, the chairman may adjourn the meeting. In addition, he or she may request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct may pose a threat to the safety and welfare of those in attendance. Any violation of the above rules will be deemed interference with the orderly process of the meeting.

**ENACTED AND ORDAINED** this Eighth day of February, 2018.

**BOARD OF SUPERVISORS**

Douglas P. Bierly  
Douglas P. Bierly

Keri B. Miller  
Keri Miller

**ATTEST:** Jennifer Snyder  
Jennifer Snyder, Secretary/Treasurer

Charles W. Stover  
Charles W. Stover

**Gregg Township, Centre County**  
**Board of Supervisors**  
**Recording of Open Meetings Policy**

**Overview:** The implementation of audio and video recording of the Board of Supervisors' meetings will serve several purposes within the Township including the following: 1) to improve residents' understanding of Township decision making; 2) to improve the transparency of the decision making process; and 3) to extend the reach of information regarding decision making to residents unable to attend public meetings.

**Rule 1 Official Recording of Open Meetings**

- A. Audio/Video Recording: All open meetings of the Board of Supervisors may be audio and/or video recorded by an individual or company hired by the Board of Supervisors, from time to time to produce an authorized video recording of the meeting for the Township. Board of Supervisor executive sessions will not be recorded.
- B. Custody of Official Tapes: All Township audio and video recordings produced under this Rule shall be kept by the Township Secretary in accordance to the Municipal Records Manual AL-24 (2).
- C. Policy Distribution: The Township Secretary shall make copies of this policy available to the public at all regular and special open meetings of the Board of Supervisors.
- D. Minutes: Any recording made of any Open Meeting shall not supersede or replace the minutes of said meeting as the official record of the meeting.

**Rule 2 Rules of Procedure for Public Audio/Video Recording of Open Meetings**

- A. Policy: It is Gregg Township's policy to comply with the Pennsylvania Sunshine Act and to cooperate with representatives of the print and broadcast media, and with other members of the public who wish to record public meetings of the board, so long as the recording of the meeting is not disruptive to the meeting and does not violate the rights of the members of the public.
- B. Rules of Procedure:
  - a. Recording Permitted: Any person may record the Township's open public meetings subject to the following rules. "Recording" is a nonofficial duplication of sound or image by any mechanical means, including photography, audio recording, or videography. A person wishing to record an open public meeting should give notice to the Township Secretary, either before or at the start of the meeting, ***so that those not wishing to be recorded have the opportunity to leave the meeting***. At the start of any meeting that is to be recorded, the Township Secretary shall notify the audience that the meeting will be recorded.
  - b. Executive Sessions: Executive Sessions are closed to the public and are not recorded except as required and authorized by the Pennsylvania Sunshine Act.
  - c. Audio Recordings: Anyone making an audio recording of the meeting must visibly display the recording device and locate the device in a stationary position while the Board is in session. The audio recorder shall be located in a position that does not obstruct the view of the members of the public of the Township officials present at the meeting.

- d. Video Recording and Photography: All members of the audience using video recording equipment or photography equipment during the meetings of the Board of Supervisors shall set up in or behind the last row of seats, and clear of any doorways, in an area designated by the Board of Supervisors for video recording equipment. Members of the audience using handheld video recording equipment or photography equipment must visibly display their recording or photography devices and may locate them in a stationary position in the last row of seats of the meeting room, provided they do not disrupt the surrounding members of the audience.
- e. Disruption of Meetings: Any member of the public who is recording the meeting shall restrict his or her movement while using the recording equipment or take other steps that are deemed necessary to preserve the decorum of the meeting and facilitate the conduct of business. Anyone taking photographs of the meeting shall, likewise, restrict his or her movement during a meeting session so as not to disrupt the business of the Board of Supervisors. The Board of Supervisors may impose additional rules or limitations on any recording, as it deems necessary or appropriate to preserve the orderly operation and decorum of the meeting as long as rules or limitation are in compliance with the PA Sunshine Act.
- f. Tripping Hazards/Tripods: To prevent a tripping hazard from extension cords, individuals using recording equipment shall have their own power source or use an outlet designated by the Board of Supervisors if one is available. The Board of Supervisors may designate an outlet to be reserved for the official Township video recorder. Tripods shall be positioned so as to not create a tripping hazard for the audience. Loose wires shall be contained under a tripod.
- g. Use of Chairs or Benches: People recording the meetings shall not stand on chairs or benches, or use chairs or benches as equipment tables.
- h. Special Accommodations: Any requests for special recording accommodations must be made to the Township Secretary at least two (2) business days before the meeting. The Board of Supervisors may grant other special accommodations by motion at a meeting if a need is demonstrated for a special accommodation.

C. Violation and Penalties:

The Board of Supervisors may take whatever action deemed necessary for any violations in accordance with Gregg Township Board of Supervisors resolution R-18-02.