

RESOLUTION NO. 2020- 03

A Resolution of the Borough of Yeadon Adopting Rules of Council and Decorum for Public Meetings

WHEREAS, the primary purpose of the Borough Council Meetings is to afford the elected officials the opportunity to conduct Borough business; and

WHEREAS, the purpose of these Rules is to assure an orderly framework within which the business at hand can be conducted by setting ground rules for public participation, the distribution of information, and by prohibiting inappropriate behavior; and

WHEREAS, the following Rules also establish the framework for the Borough Council members to conduct their business; and

WHEREAS, the authority for the establishment of these rules is derived from the Borough Code, the Sunshine Act, and the Right to Know Law.

REGULARLY SCHEDULED MEETINGS

Yeadon Borough Council meetings shall be held at 7:00pm on the third Thursday of each month in the Borough Council chambers to discuss committee recommendations, to hear reports from the Mayor, Engineer, Manger, Council President, Council Committees, and Solicitor and to take action on items pertaining to Council business.

EXECUTIVE SESSION

Before, after or during the course of a regular business or special meeting, Council may adjourn to an Executive Session for purposes as set in accordance with the Sunshine Act. The reason for the Executive Session shall be stated prior entering in camera (Executive session). At the conclusion of the Executive Session, the meeting during which the Executive Session took place shall resume.

CALL TO ORDER

At the time appointed for any business or special meeting of Council, the President shall take the Chair and call the Council to order. In the absence of the President, the Vice-President shall be invested with the powers and privileges and shall discharge the same duties as the President. In the absence of both the President and the Vice-President, the President Pro Tem shall be invested with the powers and privileges and shall discharge the same duties as the President. The Borough Secretary shall call the roll, noting the names of present and absent

members. In the absence of the Secretary, the President shall appoint a Secretary Pro Tem who shall discharge all the duties of the Secretary. If, upon calling the roll, it appears that there is not a quorum in attendance, and if no quorum appears within fifteen minutes thereafter, the members present may either adjourn to a future meeting date or adjourn generally. When a quorum is determined to be present, the Order of Business shall resume.

RULES OF ORDER

Council Meetings will observe the basic rules of parliamentary practice as compiled in the most recent edition of Robert's Rules of Order to provide order which shall govern Council in cases to which they are applicable and are not inconsistent with the standing Rules of Council, the Borough Code, and the laws of the Commonwealth of Pennsylvania.

Rule 1. The President shall preserve order and announce the decision of Council on all subjects. The President shall decide questions of order unless subject to an appeal or question by a Council member.

ADDRESSING THE CHAIR

Rule 2. When members are about to speak in debate or to communicate any matter to the Council, they should respectfully address themselves to the President, confining their remarks to the subject before the Council and avoiding personal references to any other member of the Council.

MOTIONS

Rule 3. No motion shall be considered in debate until stated by the President.

SPEAKING

Rule 4. No member, when speaking, shall be interrupted except by a call to order by the President, or by a member through the President, or by a member to clarify any misrepresentation of a comment made by that member on the issue of the motion.

Rule 5. Council members shall not speak longer than five minutes on any motion.

Rule 6. If two or more members address the Chair at the same time, the President shall decide which is entitled to the floor.

Rule 7. No business regularly before the Council shall be interrupted except by a motion for adjournment; for postponement; for commitment; or for an amendment.

Rule 8. Members shall only speak on matters before the council and shall not make personal comments.

COMMITTEE BUSINESS

Rule 9. In the matter of business referred to committees, it shall be the duty of such committees to report to Council at its next regular meeting any recommendation the committee has to make in the matter referred.

Rule 10. The President may refer all resolutions, ordinances, or other matters that may require a vote by Council resolution, to the committee to which they properly belong.

Rule 11. The President of Council has full authority to appoint members to the Committees and Members of said Committees serve at the pleasure of the President. Appendix "A" to these Rules of Council detail the responsibilities of the Committees.

WITHDRAWING MOTIONS

Rule 12. Any motion may be withdrawn by the member who moved it, with the consent of the member who seconded the motion, and with the consent of the majority of the Council before amendment or decision.

SPECIAL MEETINGS OF COUNCIL

Rule 13. Special meetings may be called by the president of council or upon request of 1/3 members of council according to Section 1006 (2) of the Borough Code.

PUBLIC COMMENT

Rule 14. Residents and taxpayers of the borough have the right to comment on matters before or matters of concern before council (Section 710.1 of the Sunshine Act) during the public participation segment during the public comment portion of all regular and special meetings. All persons who wish to speak must sign in prior to speaking. The Borough seeks to provide each person a fair and equal opportunity to be heard. Therefore, the Council limits the time for public comment is limited to three (3) minutes. Council response to public input at a meeting is at the President's discretion.

Rule 15. The president shall review the rules of meeting decorum with council and the citizens and copies shall be provided in the chambers at every council meeting. Profanity and obscenities shall not be permitted. Violators who transgress the decorum of a public meeting shall be ruled out of order and may be ejected from the Council Chambers for repeated transgressions by the order of the President.

STANDING COMMITTEES

Rule 16. The Council of the Borough of Yeadon shall meet as Standing Committees and/or Caucus to share information, discern, and discuss issues prior to the following Council meeting and shall meet only as necessary to prepare information, discernment and/or to development recommendations to come before Council. The Council shall meeting in Caucus to receive reports the 2nd Thursday of each month. Each standing Committee shall be composed of at least one (1) citizen from the Community Relations Committee and no more than (3) members of the Council. The President shall serve as an *ex officio* member of each committee, provided however, that the President's attendance does not institute a quorum of Council.

Rule 17. The specific standing Committees are:

1. Community Relations Committee
2. Recreation Committee
3. Public Works Committee
4. Code Committee
5. Finance Committee
6. Personnel Committee
7. Public Safety Committee

Rule 18. Each Committee shall present a written report to Council monthly.

CAUCUS MEETING

Rule 19. The Caucus Meeting shall meet for the purpose of information, presentations, and/ or discussion on issues that integrates input by multiple committees or that is requested by a Standing Committee.

Rule 20. The President of Council shall set the agenda and run the meeting. No official Council action by means of a vote shall be done during the Caucus Meeting.

PUBLIC INFORMATION

Rule 21. Agenda. Paper copies or other appropriate media of the meeting agenda shall be made available at the start of the meeting.

Rule 22. Minutes. Meeting minutes shall be made available to the public at the following regular meeting. The minutes are not official until approved by Borough Council.

RESOLVED by the Council of the Borough of Yeadon on the 16th day of January, 2020.

COUNCIL OF THE BOROUGH OF YEADON

By: Rajaya Monroe
President

Attest: Monica Tesswood
Secretary

Council Committees

Borough Council Committees were established many years ago in the early development of Pennsylvania local government, well before the establishment of professional local government management. Most of these elected officials (as they do today) had other full-time jobs. You can imagine the difficulty of coordinating the schedules of seven council members and then advertising each meeting as a public meeting simply to discuss daily operations or make daily decisions regarding job assignments and other management decisions. With limited staff that was not authorized to perform many daily administrative functions, many communities created council committees to help with the day-to-day management of the Borough. These Committees were never expressly authorized by the PA Borough Code nor were they created by municipal ordinance; they were (and still are) essentially ad-hoc committees to facilitate local government administration.

Today, the professional management staff is expressly authorized to carry out all of the daily management functions of the Borough. The role of the council committees has changed significantly. Council committees are still established in part, for convenience. It is still difficult to coordinate the schedules of seven council members who are employed full-time elsewhere. They are no longer charged with the day-to-day operations; but they are still responsible for the oversight of those operations. To that end, the council committees serve as regulators to ensure that Borough residents are provided with the services for which they pay.

The Borough Council committees are created by and serve at the pleasure of the Borough Council President. The committees have no authority to take official action of any kind. The six (6) Yeadon Borough Committees (Public Works and Equipment, Public Safety, Finance, Personnel, Parks and Recreation, and) are not established by Borough Ordinance or Resolution,

nor are they voted on or approved on by action of Council. They are established by and serve at the discretion of the president of Council solely and may be changed, modified or eliminated at his (her) discretion.

The Council Committees exist solely to assist the entire Council with information gathering from Borough staff members. They do not constitute a quorum. They are merely advisory in nature, with no authority to make binding recommendations to the body of Council. They are not authorized to make any decisions on agency business or establish Borough policy. And, they are created solely for the purpose of furnishing information or making non-binding recommendations.

I. Budget & Finance Committee

The Committee shall provide oversight and guidance for the preparation, presentation, revisions and completion of the annual budget estimate of revenues and expenditures for each ensuing year and for compliance with mandatory submission to the Department of Community and Economic Development in accordance with procedures established by the Borough Code of the Commonwealth of Pennsylvania. This Committee shall also recommend the rate of tax or taxes required to be levied to meet the proposed expenditures and shall hear all appeals from taxes levied where jurisdiction is not otherwise assigned by statute and make appropriate recommendation to Council. The Committee shall also schedule Special Council Meetings and Workshops to present and amend the proposed budget to Borough Council, in conjunction with the Borough Manager and Department Managers. This Committee shall also review all bills on the bill list submitted to Council for approval and have oversight of spending in compliance with budgeted categories.

II. Public Works Committee

The Public Works Committee shall have the responsibility for oversight of the municipal sewer system, and the roads and highways, as set forth more specifically in the following paragraphs.

Sewers: The Committee shall provide oversight and guidance of the municipal sewer system, which responsibility shall extend to the care and maintenance of such systems and shall, by visitations and inspections of said system whenever and wherever possible, determine their condition and require the same to be in a reasonable state of repair for fulfillment of its functional purpose at all times; and shall require a regular testing of the system and the system's supplies and shall recommend to Council sewerage rates and require the preparation and sending of all sewerage bills in conjunction with the water bills as set forth by the Borough Ordinance. Hearings and appeals of such bills and adjustments thereof shall be under the original jurisdiction of the said Committee, operating under the procedures of the Pennsylvania Administrative Procedures Act. The Committee shall, whenever required, with the assistance of the Borough Sewer Engineering Consultant (which shall be designated by Council), require the preparation of plans and specifications for any work whatsoever within this department and shall present the same to Council for any necessary approvals.

Highways:

- (i) The Committee shall provide oversight and guidance for the opening, construction, grading, paving of all streets, alleys, pavements, curbs, gutter, and street crossings, the construction and repairing of all bridges, sewers and culverts and the regulation of all water courses, storm water detention or retention facilities. The said Committee shall, in conjunction with the Borough Engineer,

have prepared all plans and specifications for any of the aforesaid work, as may be required, and furnish Council with estimates of the cost thereof. Any such construction or work shall not be undertaken unless and until it is approved by the Borough Council in accordance with the appropriate provisions of the Borough Code.

- (ii) The Committee shall further have responsibility for the Borough garages, grounds use for storage of highway supplies, and all equipment purchased for highway use.

Buildings: The Committee shall provide oversight and guidance to direct the Public Works Department to make any and all repairs to Borough-owned and non-Borough owned buildings and properties as identified by Borough staff. The Committee shall provide oversight and guidance to the responsibility of day to day maintenance of all Borough-owned structures and properties.

The Public Works Committee shall provide oversight and guidance to the Director of Public Works over all personnel in the Public Works Department of the Borough of Yeadon.

III. Code Committee

This Committee shall provide oversight and guidance of the operations of the Codes Enforcement and Zoning Department and shall provide guidance to the Zoning Officer in matters needing Council attention, including but not limited to identifying and remedying derelict properties, property maintenance, fire inspections, recommendations to Borough

Council for Zoning and Planning Ordinance amendments, and other matters relating to the department.

IV. Public Safety Committee

This Committee shall provide oversight and guidance of all fire apparatus, Emergency Management, Ambulance, Police, and other equipment placed in charge of said Committee by proper action of Council, owned by the Borough as well as advisory supervision of all such apparatus owned by the respective fire companies operating within the Borough, as well as the ambulance service and Police department and supervision of operations. This Committee shall work in cooperation with the Mayor of the Borough and shall not contravene the legal authority of the Mayor as said authority over the police department is delegated in the Borough Code.

The Public Safety Committee shall provide oversight and guidance over the personnel in the Fire department, Ambulance corps and the Police department.

V. Parks and Recreation Committee

This Committee shall provide oversight and guidance to the responsibility of all grounds and buildings used for public recreational purposes and shall require all apparatus and recreational facilities of whatever character to be used, managed and maintained in accordance with the requirements of public safety and recreation. The Borough recreation program shall be under the jurisdiction of this Committee and shall also coordinate other recreational programs having use of the Borough facilities. Hearings and appeals of block party or special event permit applications shall be under the original jurisdiction of the said Committee, operating under the procedures of the Pennsylvania Administrative Procedures Act.

VI. Personnel Committee

This Committee shall recommend to Council the elimination or creation of jobs as may be necessary to effectively staff the various municipal departments of the Borough; to formulate and continually review the personnel policies of the Borough; to recommend Council action relative to changes in salary and wage scales, employment practices; and to recommend to Council appropriate individuals to serve upon the diverse and various boards, commissions, and authorities of the Borough. The Personnel Committee is a Council-only committee charged with ultimate personnel administration for all Borough employees. This committee shall be charged with reviewing and recommendation to Council candidates for borough employment. Personnel administration is a private matter and as such meetings and activities of the Personnel Committee are exempt under the Sunshine Laws.

VII. Community Relations Committee

The mission of the Community Relations Committee is to enhance relations, promote participation and encourage a two-way communication between residents and borough government. Responsibilities of this Committee will include but are not limited to the following: Oversee borough's website and social media content; Research, gather information and provide recommendations for the use of emerging technology in the areas of constituent services, communication, public relations and marketing; Identify and highlight positive borough and community news; Promote beneficial community events amongst residents; Assist other departments and committees in implementation of special projects, programs and events as needed.