

**MACUNGIE BOROUGH COUNCIL
2012-13 MEETING GUIDELINES**

1. The regular meetings of the Council of the Borough of Macungie shall be held on the first and third Mondays of each month at 7:30 p.m. Whenever the first or third Monday of any month shall be a legal holiday, the regular meeting for that day shall be held on the following day.

2. Special meetings of Council may be called and held as specified under the Borough Code, the Pennsylvania Sunshine Law, and other applicable laws.

3. Order of Business at regular meetings of the Macungie Borough Council shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
 - a. Prior Meeting Comments
 - b. Audience Comments on non-agenda items only
4. Complaints, Petitions, Appeals and Compliments
5. Approval of Minutes
6. Consent Agenda (first meeting of the month)
 - a. Treasurer's Report
 - b. Approval of Invoices
7. Correspondence
8. Reports
 - a. Solicitor
 - b. Mayor
 - c. Borough Manager
 - d. Committee Reports
9. Unfinished Business, Part I (on agenda)
10. Unfinished Business, Part II (see Rule 8)
11. New Business (on agenda)
12. Items Not on Agenda (see Rule 6) (Mayor and Council only)
13. Executive Session (if necessary)
14. Action as a result of executive session, if necessary
15. Adjournment

4. Copies of the correspondence shall be distributed to all council members, the mayor and solicitor. The President may delegate responsibility for addressing issues or items of correspondence to a person, officer, committee, or department.

5. Items to be included on the agenda for Monday evening meetings should be presented to the manager no later than *Wednesday at Noon* of the preceding week. The manager shall prepare the agenda. The President has the authority to place confirmed

appointments prior to public comments and shall have final approval of the agenda prior to distribution.

6. Items not on the agenda may be presented by Council members and Mayor.

7. Public comments from the audience will be heard at the beginning of the Council meeting on non-agenda items. Prior to hearing public comments at the beginning of the meeting, Council or the borough manager will address comments from the prior meeting, if any. This is not a question and answer session. Comments will be at the courtesy of the floor, limited to five (5) minutes or less. **During the course of the meeting, Public Comments may be heard on agenda items, limited to five (5) minutes or less, after the item has been discussed by Council and before going to a vote.** Written comments should be provided to the borough manager in advance. Guidelines for public participation are attached to each copy of the minutes for distribution to the public.

8. Unfinished business on the agenda will be carried in two parts. Matters under active consideration will be handled first. These items will appear on the agenda as Unfinished Business, Part I. Proposed actions or matters that have been previously introduced but about which insufficient information is available, or which have not reached a point where a decision can be made, will be carried under the heading of Unfinished Business, Part II.

9. The minutes of Council will record every motion made and second together with the action thereon. If the vote is not unanimous, the names of the Council members voting yea and nay or abstaining will be stated in the minutes. If a council member abstains, the reason therefore, shall be stated at the meeting and recorded in the minutes.

10. All council meetings will be audio recorded to ensure accuracy in drafting the minutes. The tape or other device on which the proceedings are recorded shall be preserved until the written minutes of the meeting are approved by Borough Council.

11. In all instances not covered by these rules or the Borough Code, Robert's Rules of Order (revised) shall be used as the reference for rulings of the President.

12. The President reserves the right to modify the order of the agenda with the consent of Council.