

**BOROUGH OF MARIETTA
Lancaster County, Pennsylvania**

RESOLUTION NO: 13-2017

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH
OF MARIETTA, LANCASTER COUNTY, PENNSYLVANIA,
ESTABLISHING RULES OF ORDER**

WHEREAS, the Council wishes to establish Rules of Order; and

NOW THEREFORE, BE AND IT IS HERBY RESOLVED by Borough Council of the Borough of Marietta, Lancaster County, Pennsylvania, as follows:

Rule 1. The parliamentary authority for the Borough Council, as adopted by the Bylaws of Council, being Robert's Rules of Order Newly Revised, shall govern procedure in the meetings of Council, except where otherwise provided in the law, in the Bylaws of Council, and in these rules.

Rule 2. The order of business at regular meetings of Council shall be as follows:

- Call to order: Moment of silence, Pledge of allegiance
- Public Comment
- Approval of previous meeting(s) minutes
- Announcements
- Reports
- Standing Committee Reports
- Special Committee Reports
- Old Business
- New Business
- Public Comment
- Adjournment

Rule 3. The order of business at special meetings shall follow that for regular meetings, but omitting all items of business not pertinent to the special meetings.

Rule 4. The President of Council shall have complete charge over all meetings of Council, and his/her rulings, in all matters of parliamentary procedure, shall be binding upon all members of Council, unless overruled on appeal.

Rule 5. In the absence of the President of Council, the Vice-President of Council shall conduct the meeting, and in the absence of both the President and the Vice-President, the pro tem shall preside.

Rule 6. The President shall call the meeting to order at the time fixed for the meeting, but if no quorum is present, he/she shall delay the call to order until there shall be a quorum present. But if the absence of a quorum shall continue until 30 minutes after

the time fixed for the meeting, the President shall declare the meeting adjourned for lack of a quorum.

Rule 7. In the deliberation of Council, no member shall speak for longer than five minutes at any one time. No member may speak a second time on the same subject until all other members desiring to speak on the subject have had an opportunity to do so.

Rule 8. (a) When a question is put to the members for vote, each member shall be required to vote, except when he/she shall be required to abstain because of a special personal financial interest in the matter before the Council. When a member shall abstain for cause, he/she shall state the reason for his or her abstention.

(b) The President of Council shall be required to vote on every question put to the members of Council, and may abstain only as provided in Subsection (a) of this section.

Rule 9. The Borough Secretary shall prepare and complete the agenda for each member of Council at least 96 hours in advance of the meeting, and shall have copies available in his/her office throughout the day of the meeting. Persons desiring to come before Council at the point in the order of business entitled "Public Comment" shall inform the secretary of their desire to do so and the subject matter of their comment, in time for the secretary to list them on the agenda. The secretary shall make every effort to arrange the agenda to avoid duplication of effort in these matters, by assigning one or more individuals to act as spokesperson for groups of individuals. Persons not on the agenda may address Council when recognized by the President of Council.

Rule 10. Elected and appointed Borough Officials, required to be present at Council meetings to give reports, and not being members of Council, shall be permitted to leave the meeting at the conclusion of their respective reports, unless Council shall specifically request that they remain for a longer time.

Rule 11. Any of these rules may be suspended or waived at any specific meeting of Council, except where such suspension or waiver would be contrary to the law or to the Bylaws of Council. Suspension or waiver shall not be permitted except upon an affirmative vote of two-thirds of the members of Council.

Rule 12. These rules, *wholly or in part*, may be amended or repealed by majority vote in any meeting of Council, provided that each member of Council shall be given advance notice of the intent to amend or repeal at least 28 days prior to the meeting at which action on amendment or repeal is to be taken. The notice shall state the extent and precise nature of the repeal or amendment that is proposed. If notice is given at a regular, special or adjourned meeting of Council, held at least 28 days before the meeting at which action on repeal or amendment is to be taken, special or individual notice shall be required to be given to those members not in attendance at the earlier meeting and present at the time notice was given.

IN WITNESS WHEREOF, this Resolution is adopted this 10th day of October, 2017, by the Borough Council of the Borough of Marietta.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

Bridey Hannold, President

SEAL

Council members:

Harold Kulman, Vice-President
Glen Mazis
James Sargen
Leah Nagle
Marcus Snow
Steven Foreman
Raymond Vegso, Mayor