PAXTANG BOROUGH

RULES OF COUNCIL

Adopted January 3, 2022

**1. THE PRESIDENTS DUTIES**

 A) Preside at Meetings – The President, or in his/her absence, the Vice-President, shall preside at all meetings, call the members to order and direct the Secretary to call the roll, and if a majority of all the members are present (no members shall leave the chamber without leave from the President), he/she shall cause, except by the consent of council, the reading of the minutes of the previous meeting(s). In the absence of both the President and Vice-President of Council, the President Pro Tempore will assume preside at the meeting.

 B) Order and Decorum – The President shall preserve order and decorum, and in debate shall prevent personal reflections and confine members to the question under consideration.

 C) Voting and Debate – The President shall vote last upon all questions, but shall not take part in debate without having first left the chair, after designating a member who shall act in his/her stead.

 D) Special Meetings – The President shall have the power to call special meetings provided each member shall receive notice thereof in writing and provided that said meeting shall be confined to such purposes as are enumerated in the notice.

 E) Appointment of Committees – The President shall appoint all special committees and the following standing committees of which he shall be a member *ex officio.*

* + - * 1. Administration
				2. Highway
				3. Property and Recreation
				4. Public Safety
				5. Public Relations
				6. Health and Sanitation

The duties of these committees are as follows:

 **Administration**: It shall be the duty of the Administration Committee to ascertain the approximate income during each year, arrange for the raising of necessary revenues, prepare and submit annually a budget to be presented to Council on or before the regular meeting night in November, supervise the purchase of insurance, the levy of taxes and purchases made by the Borough.

 **Highway:** It shall be the duty of the Highway Committee to have supervision of all, highway signs, public sidewalks, streets and street lights.

 **Property and Recreation**: It shall be the duty of the Property and Recreation committee to supervise the Borough buildings, parking lots, vehicles, and recreation areas. The Property and Recreation Committee shall also collaborate with the Shade Tree Commission in its’ work.

**Public Safety:** It shall be the duty of the Public Safety Committee to have oversight over the Fire Department and, to the extent that it does not conflict with the duties, responsibilities, and authority of the Mayor, the Police Department. The Public Safety Committee shall also confer with the Codes and Building Inspector, the Emergency Management Director, and the Mayor with respect to the duties of their respective offices which involve the safety of the inhabitants of the Borough

 **Public Relations:** It shall be the duty of the Public relations committee to be in charge of publication and publicity.

 **Health and Sanitation**: It shall be the duty of the Health and Sanitation Committee to supervise all storm and sanitary sewers, in addition to the removal and disposition of trash and garbage and to confer with the Health Inspector and the Code Official concerning matters having to do with the health and sanitation of inhabitants of the Borough.

A committee to which a subject has been referred, either by direction of the President or by ordinance, shall make a report on the same at the next subsequent general meeting or special meeting if the subject was included in the notice of same.

**2. DUTIES OF THE SOLICITOR**

All legal matters shall be referred to the Borough Solicitor(s).

**3. DUTIES OF THE SECRETARY**

A) Records – The Secretary shall take the minutes of the meetings of council and shall be responsible for all records belonging to the Borough.

 B) Meetings – The Secretary shall give notice of all Special Meetings.

**4. DUTIES OF THE TREASURER**

A) Receipts – The Treasurer shall receive all monies due the Borough and assure that they are deposited in the proper accounts.

 B) Expenditures – The Treasurer shall see that the expenses of the Borough are satisfied in as timely a manner as possible at the direction of the Council and the Administration Committee.

 C) The Treasurer shall maintain the financial records of the Borough in accordance with the direction of Council and the policies established by the Commonwealth and shall, from time to time report to the Council on the status of all Borough accounts.

**5. CONDUCT OF MEETINGS OF COUNCIL**

 A) Quorum – No business shall be transacted at any meeting unless attended by a quorum which shall consist of a majority of all the elected members. If no quorum is present one-half hour after the time set for a regular or Special Meeting, a majority of those who do meet may agree upon another time for like business and may continue to so agree until the meeting is held.

B) Order of Business -

* + - * 1. Call to Order
				2. Pledge of Allegiance to the Flag
				3. Calling of the Roll
				4. Audience Participation
				5. Reading of the minutes of previous and special meetings
				6. Report of the Treasurer
				7. Report of the Fire Chief
				8. Report of the Borough Manager
				9. Report of Codes and Zoning
				10. Report of the Police
				11. Report of the Mayor
				12. Report of the Borough Solicitor
				13. Report of the Engineer
				14. Committee Reports.

 a. Standing Committees

 Administration

 Highway

 Property and Recreation

 Public Safety

 Public Relations

 Health and Sanitation

 b. Special Committees

* + - * 1. Unfinished Business
				2. New Business
				3. Communications
				4. Audience Participation
				5. Presentation of Bills
				6. Adjournment

 C) Agenda – Any member(s) of the public may place any issues on the agenda by submitting written notice of the substance of the issue(s) to the Borough Secretary no later than 48 hours in advance of the meeting where the issue will be presented. The written notice required by this provision must also include the name, address, and telephone number of the person who will address the issue at the meeting of Borough Council.

 D) Enactment of Ordinances – Proposed ordinances may be introduced only by a majority of the members of the Committee under whose jurisdiction the ordinance falls, or by the Borough Manager in the course of his/her administrative duties. Each proposed ordinance shall be published pursuant to the Act of Assembly of February 1, 1966, P.L. 581, as amended, 53 P.S. §46006. Such publication shall also invite public comment at the meeting at which the proposed ordinance is to be considered. Previous notice of the introduction of a proposed ordinance must be made at the preceding meeting of council or by written notification mailed or electronically transmitted to all the members of Council not less than three (3) days prior to the introduction. Written notice to Council members shall include either the full text of the ordinance to be introduced or a brief summary setting forth all provisions in reasonable detail. Copies of the full text of the proposed ordinance shall be available to Council Members upon request to the borough Secretary.

 Each proposed ordinance shall be read in full upon being introduced. Amendments may be offered subsequent to a motion for passage of the ordinance and before that motion is acted upon. Adoption of the amendment and final passage of the ordinance shall be by yeas and nays and the name of the Council Members with their votes shall be entered on the Minutes, except that if the vote is unanimous, the Secretary may record it as such. No member shall be permitted to record his/her vote who refuses to vote when his/her name is first called by the Secretary. No member who leaves the Council Chamber for the purpose of avoiding a vote shall be permitted to record his/her vote upon his/her return.

 Compliance with this rule can be waived only be a unanimous vote of Council Members present, and without the passage of any amendments.

 E) Debate – no member of the public or of Council may, without leave of Council, debate any issue more than twice, nor speak a total time in excess of ten minutes.

 F) Recording / Broadcasting of Borough Meetings – Broadcasting and taping devices, including tape records and video recorders, are permitted in council Chambers during Council and Committee Meetings. The placement and use of such devices is restricted to the rear of Council Chambers, to the rear of the hindmost chairs constituting the public gallery. Camera flashes and lighting devices may not be used during the Council or committee Meeting. No operator of any such recording or broadcasting device may interrupt the meeting for any purpose.

 G) Adjournment / Recess – Any meeting of Council may be recessed or adjourned prior to the completion of the Order of business upon majority vote of the Council present if:

* + - * 1. the hour is late;
				2. the meeting fails to generate or maintain a quorum; or
				3. any disturbance renders the ordinary conduct of the meeting unfeasible and order cannot be restored.

Immediately upon adjournment, Council shall publicly announce the place, date, and the time of the resumption of the meeting, or, if no place, date, and time for resumption is determined, Council shall announce written notice of the place, date, and time of the resumption of the meeting shall be posted at the Office of the Borough Secretary within 48 hours of adjournment and no later than 24 hours in advance of the meeting to be reconvened.

**6. GENERAL APPROPRIATION RESOLUTION**

 The Chairman of the Administration Committee shall introduce the General Appropriation Resolution on or before December 31st. The General appropriation Resolution includes only appropriations required to carry out the provisions of the budget.

**7. WAIVER OF RULES**

 Except as provided in Rule 4-C, the vote of a majority, plus one, shall be necessary to dispense with any rule.

**8. MEETINGS OF COUNCIL**

 The Council shall assemble for the transaction of business at 7:00 p.m. On the third Tuesday of every month.

**9. AMENDMENTS**

 These rules may be amended by a majority, plus one, of all the members elected to Council, provided said amendment is introduced at a regular stated meeting, and shall not be acted upon until the next stated meeting.

**10. PARLIMENTARY RULES**

 Robert's Rules of Order (Revised) shall govern the Council in all cases to which they are applicable, and when they are inconsistent with the standing rules and orders of Council.

 Amended, Passed, and Adopted by Council this 3rd day of January, 2022.

ATTEST: PAXTANG BOROUGH COUNCIL

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Faye Clark, Borough Secretary Kathleen Bloss, Council President