

Meeting Rules of Order of Pottstown Borough Council
Adopted January 6, 2020

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

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

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Reading of the Minutes (minutes of previous regular meetings of Council and all special and adjourned meetings held)
- Citizen Comments
- Mayor's Report
- Borough Manager/Secretary's Report
- Committee Reports
- Unfinished Business
- New Business
- Report of Bills
- Announcements
- Adjournment

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

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 Vice-President, the members in attendance at the meeting shall choose a President *pro tempore* to 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 deliberations of Council, no member shall speak for longer than five minutes at any one time, nor at any one meeting, may a member speak more than twice on the same subject. 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 a 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/her abstention, and an abstention shall be considered as a "no" vote, where the nature of the question shall be such that only an "aye" or "no" vote is called for.

(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. In a roll call vote, the name of the President shall be called last.

(c) When a member's interest in a matter before Council shall be an interest common to other Council members, he/she shall not be deemed to have a special interest such as would preclude or prohibit them from voting. In such matters, he/she shall vote, and if he/she is a candidate for an office in Council, he/she shall have the right to vote for himself or for another person, as he/she chooses.

Rule 9. The Council President, the Council Vice President, Borough Manager and Borough Solicitor shall meet at least 24 hours in advance of the Committee of Whole meeting to establish a draft or proposed Agenda for the Committee of the Whole meeting. Final decision on Agenda items for Council's regular meeting will be determined by Council at the Committee of the Whole meeting. The Agenda of all meetings shall be available to all citizens at Borough Hall. Copies will also be provided to PCTV and local news organizations.

Rule 10. Persons wishing to address Council, either at the Regular Meeting or at the Committee of the Whole Meeting, shall sign in prior to the meeting and provide their name, address, telephone number and the subject of their remarks. Each person shall be allotted a maximum of three minutes to make his or her remarks. Councilors shall not respond to citizen remarks during the time set aside for citizen comments to be heard unless Council waives or suspends this rule in accordance with Rule #12.

Rule 11. 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 12. 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 by-laws of Council. Suspension or waiver shall not be permitted except upon an affirmative vote of two thirds of the members of Council.

Rule 13. 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 only to those members not in attendance at the earlier meeting and present at the time notice was given.