

EDGEWOOD BOROUGH COUNCIL

RULES OF ORDER

REVISION ADOPTED JANUARY 3, 2012

BY RESOLUTION 2012-16

RULES OF THE EDGEWOOD BOROUGH COUNCIL

The organization of the Council shall take place upon the first Monday in January in **even** numbered years when a new Council is elected. If the first Monday is a holiday, the meeting and organization shall take place the first Tuesday. The Mayor shall call the organization meeting to order and preside over the swearing in of newly elected officials and the election of officers. In the absence of the Mayor, Council shall choose one of its members to preside. If a new Mayor is to be sworn in, the Borough Secretary or Solicitor shall call the meeting to order. After being sworn in, the Mayor shall then preside over the swearing in of newly elected officials and the election of officers.

The order of business at this meeting should be as follows:

1. Presentation of Certificates of Election by newly elected officials;
2. Oath of Office for the newly elected Mayor, if applicable;
3. Oath of Office for newly elected Council members;
4. Roll call by the Borough Secretary;
5. Pledge of Allegiance;
6. Nomination for and election of the President of Council;
7. Nomination for and election of the Vice-President of Council;
8. Nomination for and election of the President Pro Tem;
9. Appointment of Vacancy Board Chair
10. Appointment of current Borough Administrative Positions which may include: Secretary, Borough Manager, Borough Solicitor, Borough Engineer, Police Chief, Building Inspector/Code Enforcement Officer,
11. Reaffirmation of the Edgewood Borough Council Rules of Order;
12. Other New Business which may include:
 - Resolution to secure the bonding for the total real estate tax revenue as required by law;
 - Appointment of a bank to act as a depository of Borough funds;
 - Approval of times, dates, and places for the meetings of Council, its committees, and its ancillary boards and commissions;
13. Items from the Floor
14. Adjournment.

REGULARLY SCHEDULED MEETINGS

Edgewood Borough Council meetings shall be held at 7:30pm on the first and third Monday of each month in the Borough Council chambers to discuss committee recommendations, to hear reports from the Manager and Solicitor and to take action on items pertaining to Council business. Should the first and/or third Monday be a legal holiday, the Council meeting will be held on the Tuesday following.

ORDER OF BUSINESS FOR BUSINESS MEETINGS OF COUNCIL

The order of Council business for the first meeting of the month will include reports from the Water Authority representative, the Volunteer Fire Department, and ancillary Boards and Commissions and the order will be as follows:

1. Roll call of members by the Borough Secretary;
2. Pledge of Allegiance;
3. Items from the floor;
4. Authorization to pay bills previously approved by the General Government Committee;
5. Committee action – motions, resolutions and ordinances;
6. Volunteer Fire Department Report;
7. Water Authority Report;
8. Planning Commission Report;
9. Council of Government Report;
10. Solicitor's Report;
11. Manager's Report;
12. New business for discussion;
13. Adjournment.

**ORDER OF BUSINESS FOR
REGULAR MEETINGS OF COUNCIL**

The order of Council business for the second meeting of the month shall be as follows

1. Roll call of members by the Borough Secretary;
2. Pledge of Allegiance;
3. Presentation of any awards or proclamations by the Mayor;
4. Items from the floor;
5. Approval of the minutes which have been previously distributed and read by each member of Council;
6. Authorization to pay bills previously approved by the General Government Committee;
7. Reports by Standing Committees and the Mayor in the following order:
 - a) General Government;
 - b) Police report by the Mayor;
 - c) Public Safety;
 - d) Community Development;
 - e) Public Works;
 - f) Community Services;
 - g) Personnel;
 - h) Pension Board;
 - i) *Ad Hoc* Committees;
8. Report by the Borough Solicitor;
9. Presentation of petitions and correspondence by the Borough Manager;
10. Report by the Borough Manager;
11. New Business;
12. Committee Action – motions, resolutions and ordinances;
13. Adjournment.

EXECUTIVE SESSION

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.

THE 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

Note: 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 ten 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.

RECONSIDERING

- Rule 8.** A motion for reconsideration shall be permitted when made and seconded by members who were in the majority on the original question, and shall not be in order unless made on the same day or at the meeting immediately subsequent to that in which the vote to pass the motion, resolution, or ordinance was taken. An exception shall be when a resolution or ordinance has been vetoed by the Mayor, in which case a motion to reconsider shall be entertained notwithstanding the time for reconsideration, which has elapsed. When a motion to reconsider is lost, it shall not again be renewed on the same question.

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

RECORDING PETITIONS

- Rule 11.** The name of any member of Council presenting any petition, letter, memorial, or remonstrance, or making any motion, shall be recorded in the minutes.

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.

SUSPENDING RULES

- Rule 13.** Rules of Council may only be suspended by a vote of not less than two-thirds of the whole Council, and all votes for suspension of the rules shall be without debate.

PASSING RESOLUTIONS AND ORDINANCES

- Rule 14.** Every resolution shall receive a full reading in Council previous to its passage.
- Rule 15.** Every ordinance shall receive two separate readings in Council previous to its passage. After an ordinance has been introduced and read a first time for information, it shall lie on the table; but it will be in order for any member to move for its second reading and consideration or reference. It may be referred to by its ordinance number and title in order to be placed on second reading. The ordinance must be published before the second reading. It may, at the next or subsequent meeting of Council after it has passed the first reading, be called up for second reading, and be referred to by its ordinance number when it may be amended, committed, or postponed.
- Rule 16.** No ordinance shall have more than one reading at the same meeting unless the ordinance shall have been published before the second reading and the Rules of Council are suspended. For suspension of the Rules of Council for the second and final reading at the same meeting, the question shall then be, "Shall the rules be suspended and the ordinance read a second time." The final question shall be, upon passage of the second reading, "Shall the ordinance pass?"

QUORUM

- Rule 17.** No less than a majority of a full Council shall constitute a *quorum*.

ADOPTING, REPEALING OR AMENDING RULES

- Rule 18.** The adoption of these Rules of Council shall be by no less than a two-thirds majority vote. Additional rules, the repealing of any rule or rules, or the amendment of any rule after its adoption shall be by no less than a two-thirds majority vote.

PAYMENT OF BILLS

- Rule 19.** Bills shall be paid at the regular business meetings of Council in each month, having received authorization for payment by the General Government Committee or Committee of the Whole prior to the meeting in which said bills are to be paid.

COMMITTEE MEETINGS

- Rule 20.** The Council of the Borough of Edgewood shall meet as Standing Committees and a Committee of the Whole 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.

Rule 21. Committee meetings shall be the second, fourth and/or fifth Monday of the month at 7:00pm in Council chambers, for the purposes of gathering and sharing information, discussing issues, and formulating recommendations to bring to Council proper. Should the Committees require meeting at another time other than the set day the meeting to discuss items other than those allowed *in camera* (Executive session), the meeting time and date must be properly advertised.

STANDING COMMITTEES

Rule 22. Standing Committees of Council need meet only as necessary in order to discuss, prepare and present to Council recommendations pertaining to the business specific to said committee venue. There shall be no more than 3 Council members assigned to a Standing Committee. The President of Council shall designate the committee Chairs and members and shall be an ex officio member of any committee provided attendance does not institute a quorum. The Mayor may attend any committee meeting but may not vote. The Committee Chair shall set the agenda and run the Committee meeting.

Rule 23. The specific Standing Committees are:

1. General Government
2. Public Safety
3. Public Works
4. Personnel
5. Pension
6. Community Services
7. Community Development

COMMITTEE OF THE WHOLE

Rule 24. The Committee of the Whole shall meet as necessary and may be called to 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.. Should the Committee of the Whole require meeting at another time other than the set day, advertisement of the change shall be per Council standard.

Rule 25. 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 Committee of the Whole meeting.

Rule 26. *Ad hoc* Committees may be assembled and dissolved as needed to address issues requiring liaisons with other groups and/or agencies.

Rule 27. Meetings may be called at any time for the discussion of personnel matters, legal business, employee negotiations, or other matters in which the laws of the Commonwealth of Pennsylvania allow the Council or its Committees to meet *in camera*.

SPECIAL MEETINGS

Rule 28. The President, in accordance with Section 1006(1) of the *Borough Code*, may call special meetings of Council.

PUBLICATION

Rule 29. All dates for regular business, committee, special committee, and *ad hoc* meetings shall be published in a newspaper of general circulation and posted, except as set forth in Rule 27.

Rule 30. Except in those instances in which committees are permitted to meet *in camera* by the laws of the Commonwealth of Pennsylvania, public attendance at Committee meetings shall be permitted with Public comment at the time designated by the Committee Chair during said meeting.

ITEMS FROM THE FLOOR

Rule 31. There shall be time allotted for Items from the floor and public comment at each meeting of Council subject to the following rules and restrictions:

1. Persons wishing to present petitions or speak before the Council shall state their name and address for the record. Names of persons presenting or signing petitions to Council shall be entered into the minutes.
2. Persons speaking from the floor should speak no more than once nor longer than five minutes on any one issue during a meeting.
3. All comments from the floor shall be addressed to the President.
4. The President shall answer for the Council soliciting further comment from members of Council representing the Committee to which the issue applies.
5. There shall be no debate permitted between members speaking from the floor.
6. 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.
7. The President shall apprise the public of the rules before anyone is permitted to speak.