

**EAST FALLOWFIELD TOWNSHIP  
CHESTER COUNTY, PA  
RULES FOR CONDUCT OF PUBLIC MEETINGS**

The following rules shall apply to the conduct of all public meetings held by the Board of Supervisors of East Fallowfield Township:

1. The Chairman or, in his or her absence, the Vice Chairman or other appointed individual, shall preside over all meetings of the Board of Supervisors. The presiding officer shall control the order of the business and conduct of the meeting, including but not limited to public comment from Township residents and taxpayers.
2. Prior to taking official action on items appearing on the agenda, the presiding officer shall provide a reasonable opportunity for residents and/or taxpayers of East Fallowfield Township to make comments limited to the matter under consideration, subject to the procedures set forth herein below.
3. A reasonable opportunity for public comment for non-action items and matters of concern, official action or deliberation not appearing on the agenda for residents and/or taxpayers of East Fallowfield Township shall be held at the end of each advertised regular meeting and advertised special meeting of the Board of Supervisors, subject to the procedures set forth herein below. This comment period shall be limited to a total of twenty (20) minutes.
4. The presiding officer shall preside over all public comment and may, within his or her discretion:
  - a. Recognize individual wishing to offer comments.
  - b. Require identification by name and address of each individual wishing to make comments.
  - c. Allocate available time among individuals wishing to comment.
  - d. Interrupt or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, scandalous, impertinent or redundant of other comments; or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.
  - e. Request individuals to leave the meeting room and the Township Building, or direct their removal by Township Police Officers, if individuals engage in loud, boisterous, unruly, disorderly, offensive or threatening speech or conduct, after verbal warning from the presiding officer to cease such speech or conduct.
  - f. End the public comment period at any time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
5. The time allocated to each individual making a comment shall be three (3) minutes.
6. All statements shall be directed to the presiding officer; no participant may address or question the Board of Supervisors members, or Township Staff.
7. The presiding officer may recognize and permit, in his or her discretion, nonresidents and non-taxpayers of the Township to make public comments.
8. In the even there is no sufficient time for public comment, the presiding officer may defer the public comment period to the next regular meeting of the Board of Supervisors.