

**RULES OF PROCEDURE
FOR MEETINGS OF THE
HUNTINGDON COUNTY BOARD OF COMMISSIONERS**

I. AGENDA

- A. The Chief Clerk, in consultation with the Chairman shall prepare an Agenda for the weekly meetings of the Board of Commissioners.
- B. Any requests for matters to be placed on the Agenda shall be submitted by Noon on Friday for that week's meeting. If the Friday or Monday preceding the meeting is a legal holiday or if a meeting is scheduled for a day other than Tuesday, the deadline for requests to be placed on the Agenda shall be Noon on Thursday.
- C. Anyone requesting that items be placed on the Agenda shall provide the topic of the item and sufficient information and detail so as to provide a reasonable notice of the nature and purpose of the Agenda item.
- D. Those wishing to speak in the Public Comment portion will be limited to two (2) minutes of comment and the Public Comment portion of the Agenda will be limited to fifteen (15) minutes unless a request as discussed in points A through C has been followed and added to the Agenda.
- E. Attached hereto is the form of the Agenda which shall be used by the Chief Clerk.
- F. The Board of Commissioners shall have the right to make additions to or deletions from the Agenda or change the order of the Agenda after it is finalized as they deem necessary or appropriate.

II. MEETINGS

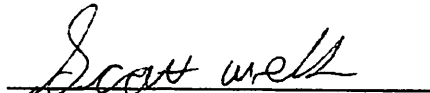
- A. Public Notice of the meetings shall be advertised and posted by the Chief Clerk as required by law.
- B. The Chairman of the County Board of Commissioners shall direct the meeting. In the absence of the Chairman, the Vice-Chairman shall direct the meeting and shall have all powers and duties of the Chairman.
- C. Roberts Rules of Order shall be used to conduct the meeting unless otherwise modified by these rules or waived by the Board of Commissioners.
- D. All meeting attendees are asked to power off or mute all cell phones or other electronic devices.

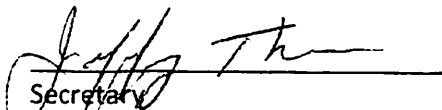
- B. The Board will entertain a motion and a second to act on the request. If a motion and a second have been completed, a discussion between the said person, the Board of Commissioners, Solicitor and Chief Clerk only may be warranted. Following this discussion or lack thereof, The Chairman will ask the public if there are any further questions concerning this matter only.
- C. If there is a question from a public member, time to ask the question and gain a reasonable answer will be limited to two (2) minutes per question and six (6) minutes total for any New Business matter. Said time limitations may be altered or waived at the Chairman's discretion.
- D. A question shall be asked only after the speaker is recognized by the Chairman.
- E. The speaker shall announce his or her name and residence township or borough prior to addressing the Board of Commissioners.
- F. The Chairman may rule out-of-order scandalous, impertinent, irrelevant and redundant comments, or comments the discernible purpose or effect of which is to disrupt or needlessly protract the proceedings of the meeting.
- G. The Chairman may request any individual to leave the meeting and may contact security to that end when that individual does not observe reasonable decorum. Further, the Chairman may request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
- H. The Chairman may call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

Duly adopted by the Huntingdon County Board of Commissioners this 5thth day of January, 2016.


Chairman


Attest


Vice-Chairman


Secretary