

**WARRINGTON TOWNSHIP, YORK COUNTY**

**RESOLUTION NO. 2026-13**

**A RESOLUTION OF WARRINGTON TOWNSHIP ESTABLISHING  
RULES OF PROCEDURE, MEETING DECORUM, AND PUBLIC  
PARTICIPATION GUIDELINES FOR PUBLIC MEETINGS OF THE  
BOARD OF SUPERVISORS**

**WHEREAS**, the Board of Supervisors of Warrington Township desires to establish clear rules and procedures for the conduct of its meetings to promote efficient, effective, and orderly government; and

**WHEREAS**, the Board desires to encourage meaningful and orderly citizen input into the deliberative process while maintaining decorum and efficiency; and

**WHEREAS**, the Board desires to ensure that meeting procedures are governed by the Board as a whole through majority vote rather than unilateral authority;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Warrington Township, York County, Pennsylvania, that the following guidelines, rules, and procedures applicable to all meetings of the Warrington Township Board of Supervisors are hereby adopted:

**1. Legislative Findings and Purpose**

- The Board hereby incorporates the foregoing recitals as though fully set forth herein.

**2. Applicability**

- This Resolution shall apply to all regular and special public meetings of the Warrington Township Board of Supervisors.

**3. Definitions**

- Board - The Warrington Township Board of Supervisors.
- Presiding Officer - The Chairman, Vice-Chairman, or other member designated to conduct the meeting.

**4. Meetings**

- Regular meetings shall be held monthly at the township Municipal Building as set forth in the advertised schedules, in accordance with the Pennsylvania Sunshine Act (Act 84 of 1986), as amended
- The date, time, and location may be changed by a majority vote of the board
- The Presiding Officer may cancel a meeting when there are no agenda items requiring action. In such cases, approval of prior meeting minutes and consent agenda items may occur at the next scheduled meeting.

**5. Order of Business**

- The order of business at regular meetings shall generally be as follows (subject to change by the Board):
  - a. Call to order
  - b. Public comments
  - c. Persons to be heard
  - d. Approval of minutes
  - e. Consent agenda
  - f. Old Business
  - g. New Business
  - h. Public comments
  - i. Staff comments
  - j. Adjournment
  
- The content and order of the agenda may be adjusted as necessary and may be followed liberally.

## **6. Agenda**

- All items proposed for inclusion on the meeting agenda must be submitted to the Township Secretary no later than 12:00 p.m. (noon) on the Wednesday, occurring two (2) week prior to the scheduled meeting date. This deadline ensures sufficient time for preparation and distribution of a draft agenda to the Board for review.
- The draft agenda must be forwarded to all Supervisors, and necessary parties at least one (1) week prior to the scheduled meeting. The Board upon its review may make placement or technical suggestions, but no further substantive additions.
- The Agenda must be posted on the Township Website and posted at the Municipal Building at least twenty-four (24) hours prior to a scheduled meeting.
- During a meeting, the Board may postpone or remove items from the agenda by a majority of the members present. If a majority vote is not obtained, the item shall remain on the agenda.
- During a meeting, the Board may add items to the agenda by motion and approval of a majority of the members present. If a majority vote is not obtained, the proposed item shall not be added to the agenda. If an item is added by majority vote, an updated agenda reflecting the addition shall be made available to the public within twenty-four (24) hours.
- A proper motion to table, postpone, refer, approve, deny, etc. may be entertained.
- Unfinished business shall be carried forward automatically.

## **7. Voting and Motions**

- Actions shall be decided by a majority vote unless otherwise required by law. Any member may request a roll call vote.
- A motion may be withdrawn by the maker at any time prior to a vote, with or without the consent of the seconder.
- A motion shall fail for lack of a second.
- The minutes shall record every motion made and seconded, the action taken, and the vote of each member if the vote is not unanimous (including names of those voting no or abstaining).

- Motions that are withdrawn or fail for lack of a second shall also be noted in the minutes.

## **8. Governing Rules**

- Unless otherwise provided herein, meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, as a guide. Strict compliance with Robert's Rules is not required, and any deviation shall not invalidate actions taken.

## **9. Recording of Meetings**

- When technically feasible, all public meetings shall be audio recorded to assist in the preparation of accurate minutes.
- Recordings shall be available for public review in the Township office until the minutes are officially approved, after which they may be destroyed or reused.
- Video recording, audio recording and photographing of meetings by members of the public is permitted, provided such activity does not materially interfere with the decorum or conduct of the meeting.
- The Board reserves the right to designate a particular area in the meeting room for photographing, video recording, and audio recording.

## **10. Public Comment and Participation**

- The Supervisors desire to receive public comment during meetings for matters before the board on issues within the jurisdiction of the Township.
- Public comment shall be conducted in an orderly and respectful manner to allow for receiving public input while also enabling effective and efficient conduct of Township meetings.
- Public comment and participation rules may be temporarily made less restrictive, for the duration of a meeting, by majority vote of the Supervisors but may not be made more restrictive without passing formal resolution.
- Persons wishing to speak must state their name and municipality of residence.
- Public comment participation is limited to persons who are residents and/or taxpayers of the Township plus any persons deemed to have "Standing" related to a specific issue before the Board.
- Persons with "Standing" are those who can demonstrate a substantial, direct, and immediate interest in the matter being addressed. This determination is fact-specific and depends on the nature of the issue and the individual's connection to it.
- The Board may, by majority vote, permit a nonresident/taxpayer to speak, provided a motion is brought to the table.
- Speakers shall speak from a microphone when one is available at the meeting location.
- Each speaker shall be limited to three (3) minutes unless additional time is granted at the discretion of the Presiding Officer based on the number of speakers and/or the nature of the topic.
- To ensure all individuals have an opportunity to speak, speakers are asked to avoid repeating comments or arguments that have already been presented. The Chair may, in their discretion, limit repetitive comments.

- When a group wishes to address the same topic, the Presiding Officer may request they designate a spokesperson and may limit total group comment to no more than ten (10) minutes.
- Public comment on agenda items should generally occur at the time the item is considered by the Board. The agenda may designate a general public comment period for items not on the agenda.
- Comments must be relevant to Township business and concerns. The Presiding Officer may regulate conduct that materially disrupts the orderly progression of the meeting, including actual disruption, threats of violence, or true obscenity as defined by law, but shall not restrict comments based on viewpoint, criticism of officials, or the fact that speech may be offensive or disagreeable.
- The Presiding Officer may interrupt or rule out of order any repetitive, redundant, irrelevant, disruptive, or improper comments. The Presiding Officer may also ask a speaker to leave if they fail to observe reasonable decorum.
- No placards or banners that obstruct visibility or disrupt the meeting shall be permitted.
- The “Persons to Be Heard” portion of the agenda shall be limited to residents and/or taxpayers addressing matters of general concern and shall not be used for commercial presentations or pre-application development proposals. All speakers shall be subject to uniform procedures and a time limit not to exceed fifteen (15) minutes per speaker. The Board may further adjust time limits as necessary through a majority vote.
- Presentations during regular public meetings shall be limited to: (1) official Township business; (2) matters that are the subject of a pending application or official action before the Board; or (3) requests or informational presentations from governmental entities, community organizations, or service providers with a direct relationship to Township residents or services. Presentations shall not exceed fifteen (15) minutes unless otherwise approved by the Board. The Board may further adjust time limits as necessary through a majority vote.

## **11. Committee and Staff Reports**

- All committee and staff reports should be submitted in writing to the Township Secretary or Manager no later than Friday at 12:00 p.m. of the preceding week so they may be distributed to the Board before the meeting.
- Reports may be received by the Board without being read aloud.
- Failure to submit reports in a timely manner may result in the item not being discussed at that meeting.

## **12. Executive Session**

- The Presiding Officer may call an executive session at any time, consistent with applicable law.
- An executive session may be held before, during, or after a public meeting, or at another time, for any purpose permitted under the Pennsylvania Sunshine Act.
- The Presiding Officer shall announce the general purpose of the executive session at the next public meeting.
- No official action shall be taken in executive session; all official actions must occur at an open public meeting.

**13. Special Meetings**

- Special meetings may be called as provided by the Second-Class Township Code and the Pennsylvania Sunshine Act.
- The Chairman may call a special meeting at any time, consistent with applicable law.
- If the Chairman fails or refuses to do so when requested, a majority of the Board may call a Special meeting.
- The order of business for Special meetings shall be limited primarily to the advertised purpose(s) of the meeting unless additional business is properly advertised.

**14. Request for Public Records**

- Pursuant to 2008-08, requests for public records shall be made through the Township Secretary using the required Right-to-Know Law request form.
- The Township will make every reasonable effort to respond promptly in accordance with state law.
- Fees will be in accordance with the schedule set forth by Resolution 2024-01.

**15. Minutes**

- Minutes shall include the date, time, and place of the meeting; names of members present; the presiding officer; a summary of discussions; all official actions taken; recorded votes; and a summary of public comments.
- The secretary shall prepare draft minutes and distribute them to the supervisors in advance for review within one (1) week of the last meeting. Any necessary revisions are incorporated prior to the public meeting, at which point the board approves the finalized version.
- Approved minutes shall constitute the official legal record of the meeting.

**16. Supersession of Prior Resolutions**

- To the extent that any prior resolutions, policies, practices, or guidelines are inconsistent with the provisions of this Resolution, this Resolution shall control and supersede such prior actions.

**17. Effective Date**

- This Resolution shall take effect immediately upon adoption.

**DULY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026

ATTEST:

**WARRINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Stacy Wiseman Zorbaugh, Secretary

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Kenneth Sechrist, Chairman